

## AGENDA

Board of Directors Meeting # 17

April 6, 2022 – 6:00 pm

UC 225



<b>17.0 Call to Order</b>	
<b>17.1 Land Acknowledgement</b> Lily Taylor-Stackhouse	
<b>17.2 Adoption of the Agenda</b> 17.2.1 Approve the Agenda 17.2.2 Declarations of Conflicts	Pg. 3
<b>17.3 Ratifications and De-Ratifications</b> 17.3.1 N/A	
<b>17.4 Comments from the Chair</b> 17.4.1 Introductions and Pronouns	
<b>17.5 Approval of Past Board Minutes</b> 17.5.1 Meeting # 16 – March 23, 2022	Pg. 5
<b>17.6 Executive Committee Minutes</b> 17.6.1 N/A	N/A
<b>17.7 Executive Updates</b> 17.7.1 President 17.7.2 <del>VP Student Experience</del> (position currently vacant) 17.7.3 VP Academic 17.7.4 VP External	Pg. 39 N/A Pg. 41 Pg. 43
<b>17.8 Director Reports</b>	
<b>17.9 CSA Services Update and Report</b> 17.9.1 N/A	
<b>17.10 Committee Updates and Reports</b> 17.10.1 MINUTES: PBRC – Meeting # 10 – March 2, 2022 17.10.2 REPORT: Hiring Committee: Bike Centre Assistant	Pg. 45 Pg. 51
<b>17.11 Business</b> 17.11.1 PRESENTATION: Hybrid Meeting Working Group Findings (PBRC) – Pete Wobschall, PTM 17.11.2 MOTION: 2022-2023 Board Meeting & 2022 AGM Schedule 17.11.3 (a)(b) PRESENTATION: Overview of the 2022-2023 Draft CSA Budget – Lee Anne Clarke, Business Manager (c) NOTICE: Motion to approve the 2022-2023 Draft Budget 17.11.4 MOTION: Appendix F – Clubs Handbook: Comprehensive Review	Pg. 52 Pg. 84 Pg. 87 Pg. 89
<b>17.12 New Business</b> 17.12.1	
<b>17.13 Announcements</b>	

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<b>17.14 In Camera Session</b>	
<b>17.15 Adjournment</b>	<b>Pg. 127</b>

**Motion**

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**Item 17.2.1  
Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 17 on **April 6, 2022**, be approved as distributed in the board agenda package.

**Moved:**

**Seconded:**

**MOTION TO AMEND:** To reorder the agenda so that item 17.11.3 2022-2023 Draft Budget immediately follows item 16.4.1 Introductions and Pronouns.

**Moved:** Nicole Walker, President

**Seconded:**

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**POSSIBLE AMENDMENT (REORDER)**

**MOTION TO AMEND:** To reorder the agenda so that:

- Items ... follows item ... above.

**Moved:**

**Seconded:**

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**POSSIBLE AMENDMENT (NEW BUSINESS ITEM)**

**MOTION TO AMEND:** To add item ... under New Business items.

**Moved:**

**Seconded:**

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**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 17 on **April 6, 2022**, be approved as amended:

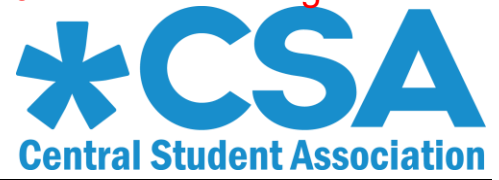
- To reorder the agenda so that item 17.11.3 2022-2023 Draft Budget immediately follows item 16.4.1 Introductions and Pronouns.
- ?

**Motion**

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**Moved:** Same as original motion

**Seconded:** Same as original motion

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**Attendance for March 23, 2022**

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council		
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association		
Vacant	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>

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Vacant	Indigenous Student Society (ISS)		
Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	
Amanda Conibear	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Liz Powell	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)	Present	Departed 7pm
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors		
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	Departed 7:15pm
Shilik Hamad	Vice President External	Present	

<b>Guests</b>	<b>Affiliation</b>
Adam Zuill	SE&RM Coordinator, CSA

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

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## Summary of Significant Resolutions

### 16.3.1 Director De-Ratifications & Achieving Quorum

**RESOLVED** that Hudson Bell, the appointed representative from the Ontario Agricultural College be de-ratified immediately based on not meeting the minimum attendance and communications requirements as per the CSA Policy Manual.

**Motion carried.**

### 16.5.1 Approval of Past Minutes (Committee of the Whole) March 9, 2022

**MOTION** that the minutes for CSA Committee of the Whole (Board Meeting # 15) from March 9, 2022 be received as information, as presented in the board package.

**Motion carried.**

### 16.5.2 Approval of Past Board Minutes - March 14, 2022

**MOTION** that the minutes be approved for CSA Board Meeting # 15A held on March 14, 2022, as presented in the board package.

**Motion carried.**

### 16.6 Executive Committee Minutes

**MOTION** that Executive Committee Minutes be received as information for the following meeting:

16.6.1 Meeting # 26 – March 2, 2022

**Motion carried.**

### 16.7 Executive Updates

16.7.1 President

~~16.7.2~~ VP Student Experience (position currently vacant)

16.7.3 VP Academic

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16.7.4 VP External

**Motion carried.**

### **16.9.1(b) Receive the Student Events and Risk Management (SE&RM) Service Update**

**MOTION** to receive the Student Events and Risk Management (SE&RM) Service Update as presented by Adam Zuill, SE&RM Coordinator, as information.

**Motion carried.**

### **16.10.1 Hiring Committee Report Promotional Services & Graphic Design**

**MOTION** that the hiring of Melissa Marciniak for the Promotional Services & Graphic Design position be ratified, as recommended by the Hiring Committee.

**Motion carried.**

### **16.10.2 MINUTES: Finance Committee Meeting # 2 – November 17, 2021**

**MOTION** to receive the minutes of the Finance Committee from Meeting # 2 dated November 17, 2021, as information.

**Motion carried.**

### **16.10.3 MINUTES: Finance Committee Meeting # 3 – January 26, 2022**

**MOTION** to receive the minutes of the Finance Committee from Meeting # 3 dated January 26, 2022, as information.

**Motion carried.**

### **16.10.4(a) Student Experience Coordinator Job Description**

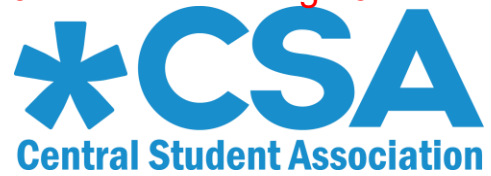
**RESOLVED** that the CSA approve a newly created position of Student Experience Coordinator and the associated job description as presented in the March 23, 2022 Board Package.



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**Motion carried.**

**16.10.4(b) Strike Hiring Committee - Student Experience Coordinator Hiring Committee**

**RESOLVED** that:

- a) The CSA strike a hiring committee for the position of Student Experience Coordinator.
- b) The President be appointed as Chair of the hiring committee.
- c) The President, in consultation with the Business Manager, appoint a suitable staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of Student Experience Coordinator:

Member Maharaj
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**Motion carried.**

**16.10.5 Appoint Directors to the University Centre (UC) Board**

**RESOLVED** that the following CSA Directors be appointed to the UC Board as CSA appointed representatives for up to a two-year term as recommended by the President in the absence of the Vice President Student Experience:

**Returning Board Members**

Ishaka Maharaj
Haley Bilokraly
Meryam Tawfik
Nicole Walker

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Bella Harris

**New Member(s) Recommended by Selection Committee**

Maya Sharma

**New Volunteer Directors**

Member Rocha

Member Ogbeiwi

**Motion carried.**

**16.11.1 Additional Special Budget Board Meeting**

**RESOLVED** that a Special CSA Budget Board Meeting be scheduled for Monday, April 11, 2022, beginning at 6:00pm and held virtually on Microsoft Teams.

**Motion carried.**

**16.11.2 Appendix F – Clubs Handbook: Comprehensive Review**

**NOTICE**

**RESOLVED** that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

**Motivate:** Nicole Walker, President

**16.12.1 Strike Hiring Committee – Board Scribe**

**RESOLVED:**

- a) The CSA strike a hiring committee for the position of Board Scribe.

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- b) The President be appointed as Chair of the hiring committee.
- c) The Policy & Transition Manager be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the position of Board Scribe:

Member Digamber
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**Motion carried.**

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**Agenda – March 23, 2022**

- 16.0 Call to Order**
- 16.1 Land Acknowledgement**
  - Alyssa Ahmed
- 16.2 Adoption of the Agenda**
  - 16.2.1 Approve the Agenda
  - 16.2.2 Declarations of Conflicts
- 16.3 Ratifications and De-Ratifications**
  - 16.3.1 N/A
- 16.4 Comments from the Chair**
  - 16.4.1 Introductions and Pronouns
- 16.5 Approval of Past Board Minutes**
  - 16.5.1 Meeting # 15 – March 9, 2022 (Committee of the Whole Meeting Summary)
  - 16.5.2 Meeting # 15A – March 14, 2022
- 16.6 Executive Committee Minutes**
  - 16.6.1 Meeting # 26 – March 2, 2022
- 16.7 Executive Updates**
  - 16.7.1 President
  - 16.7.2 ~~VP Student Experience~~ (position currently vacant)
  - 16.7.3 VP Academic
  - 16.7.4 VP External
- 16.8 Director Reports**
- 16.9 CSA Services Update and Report**
  - 16.9.1 Student Events and Risk Management (SE&RM) Service Update - Adam Zuill, SE&RM Coordinator
- 16.10 Committee Updates and Reports**
  - 16.10.1 REPORT: Hiring Committee – Promotional Services & Graphic Design
  - 16.10.2 MINUTES: Finance Committee – Meeting # 2 – Nov 17, 2021
  - 16.10.3 MINUTES: Finance Committee – Meeting # 3 – Jan 26, 2022
  - 16.10.4 (a) MOTION: Job Description - Student Experience Coordinator  
(b) APPOINT: Hiring Committee: Student Experience Coordinator
  - 16.10.5 APPOINTMENTS: UC Board
- 16.11 Business**
  - 16.11.1 MOTION: Additional Budget Approval Board Meeting
  - 16.11.2 NOTICE: Appendix F – Clubs Handbook: Comprehensive Review
- 16.12 New Business**
  - 16.12.1
- 16.13 Announcements**
- 16.14 In Camera Session**
- 16.15 Adjournment**

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**Minutes – March 23, 2022****16.0 Call to Order**

The meeting was called to order at 6:09 pm.

**16.1 Land Acknowledgement**

The University of Guelph resides on the treaty lands and territory of the Mississaugas of the Credit. We recognize this gathering place where we work, learn and play and tonight is the location of our CSA board meeting. It is home to many past, present, and future First Nations, Inuit, and Métis peoples. It is important for us to come together to continue to work toward the “CALLS TO ACTION” from the Truth and Reconciliation Committee on Indian Residential School to never forget, to heal and to learn about what we can personally do to respect and acknowledge those who’s land was stolen. Tonight, I think it will be beneficial to share why we are grateful for the land which is why I would like to go around and all share one reason for which we are grateful for the land we are on today. I will start first then go to my left. I am grateful for this land because it has given me so many beautiful places to enjoy and explore.

Alyssa Ahmed

Members then took turns expressing their gratitude for the land.

**16.2 Adoption of the Agenda****16.2.1 Approve the Agenda**

**MOTION** that the agenda for the CSA Board of Directors Meeting # 16 on **March 23, 2022**, be approved as distributed in the board agenda package.

**Moved:** Member Oleynikov

**Seconded:** Shilik Hamad, VP External

**MOTION TO AMEND:** To add the de-ratification of Hudson Bell under 16.3.1 Ratifications and De -Ratifications.

**Moved:** Nicole Walker, President

**Seconded:** Member Conibear

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President Nicole Walker moved by explaining that Member Bell hasn't been to four consecutive meetings. Additionally, Policy & Transition Manager Pete Wobschall has reached out to Member Bell about the possibility of de-ratification as a result of these missed meetings, but Member Bell did not respond. They are an appointed member, so they can be re-ratified at a later point if they'd like.

**Motion to amend the agenda carried.**

**MOTION TO AMEND:** To reorder the agenda so that item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Member Persram

VP Academic Lisa Kazuhara moved that the agenda should be rearranged accordingly to be respectful of the presenter's time.

**Motion to amend the agenda carried.**

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022**, be approved as amended:

- a) To reorder the agenda so that: Item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.
- b) To add de-ratification of Director under 16.3.1 Ratifications and De-Ratifications.

**Moved:** Same as original motion

**Seconded:** Same as original motion

**Amended motion carried.**

Policy & Transition Manager Pete Wobschall noted that there was a time-sensitive need to add another item to the agenda under New Business, and that the agenda should be reconsidered as a result.

**Motion to reconsider the agenda carried by unanimous consent.**

**MOTION TO AMEND:** To add Hiring Committee: Board Scribe as item 16.12.2 under New Business.

**Moved:** Member Harris

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**Seconded:** Member Persram**Motion to amend the agenda carried.****AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022**, be approved as amended:

- a) To reorder the agenda so that item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.
- b) To add de-ratification of Director under 16.3.1 Ratifications and De-Ratifications.
- c) To add item 16.12.2 Hiring Committee: Board Scribe under New Business.

**Members of the prevailing side moved to carry the agenda.****16.2.2 Declaration of Conflicts**

No declaration of conflicts declared tonight.

**16.3 Ratifications and De-Ratifications****16.3.1 Director De-Ratifications & Achieving Quorum****WHEREAS** CSA Rules of Order states that quorum shall be half of the total number of voting members of the Board of Directors;**WHEREAS** it is vitally important to achieve quorum to carry on with the important business that the CSA relies on to be successful in its mission;**WHEREAS** Bylaw 1 – Organizational states, Section 4.10 Director Duties states that 'each Director shall':

- Tender their resignation if two meetings are missed per semester without obtaining prior leave of absence.
- Be aware that the Board may decide to remove Directors who fail to perform their duties.
- The determination of a valid excuse shall be made by the Policy & Transition Manager in conjunction with the Chair of the Board.

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**WHEREAS** Bylaw 1 – Organizational, Section 6.0 Accountability and Removal from Office states that:

- The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings. Notice of absence for a meeting must be written and submitted to the Policy & Transition Manager or a designated staff member at least 24 hours in advance of the meeting.

**RESOLVED** that Hudson Bell, the appointed representative from the Ontario Agricultural College be de-ratified immediately based on not meeting the minimum attendance and communications requirements as per the CSA Policy Manual.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

**Motion carried.**

#### **16.4 Comments from the Chair**

Chair Cameron Oleson wished everyone a good evening. Additionally, he provided a reminder of how Members could participate in discussions and volunteering.

##### **16.4.1 Introductions and Pronouns**

All Members introduced themselves and shared their pronouns and roles on the Board.

#### **16.5 Approval of Past Board Minutes**

##### **16.5.1 Receive Past Minutes (Committee of the Whole) March 9, 2022**

**MOTION** that the minutes for CSA Committee of the Whole (Board Meeting # 15) from March 9, 2022 be received as information, as presented in the board package.

**Moved:** Member Persram

**Seconded:** Shilik Hamad, VP External

**Motion carried.**



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**16.5.2 Approval of Past Board Minutes - March 14, 2022**

**MOTION** that the minutes be approved for CSA Board Meeting # 15A held on March 14, 2022, as presented in the board package.

**Moved:** Shilik Hamad, VP External

**Seconded:** Member Maharaj

**Motion carried.**

**16.6 Executive Committee Minutes**

**MOTION** that Executive Committee Minutes be received as information for the following meeting:

16.6.1 Meeting # 26 – March 2, 2022

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Member Stevens

**Motion carried.**

**16.7 Executive Updates****16.7.1 President**

President Nicole Walker highlighted that a Return-to-Campus memo was sent out yesterday regarding changing public health guidelines. In particular, there were steps provided for exposures to Covid-19 and how to clearly navigate them. Removing the mask mandate outside the context of campus may lead to an increase in cases and the University wants to prepare accordingly. The Annual General Meeting is next Wednesday, and Directors should register to attend if they haven't already done so. She provided the Directors with an email with information about class talks for the Annual General Meeting. There will be prizes for those who attend the Annual General Meeting. There is also an Instagram giveaway to reward those who promote the meeting. The CSA is hiring: SHAC is hiring 3 positions, the FoodBank is hiring, SafeWalk is hiring, and a lot of the postings close soon so consider applying for these positions if you'd like to get involved more with the CSA. Finally, the By-election did not receive any applications and this is why there is an item about the Student

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Experience position later in tonight's meeting. She is happy to answer any questions that Members may have regarding her update or otherwise.

Member Conibear confirmed that the President had sent out an email regarding the job postings to the Directors recently.

President Nicole Walker thanked Member Conibear for confirming this.

**16.7.2 ~~VP Student Experience~~ (position currently vacant)****16.7.3 VP Academic**

VP Academic Lisa Kazuhara is currently in interviews for the new SafeWalk Volunteer Coordinator position. They extended the application in hopes of receiving more good potential candidates. Our services are back open. SHAC is working in a hybrid format right now to accommodate students who are still online. SafeWalk is operating at full capacity again. College Royale and Relay for Life happened and both were a success from a SE&RM perspective. There has been a large increase in applications for events. As of March 18, capacity limits were removed for rooms, but mask requirements remain in place. O-week events and training happens in April, so if you are applying for O-week you'll need to do your training then. She has been dedicating a lot of time to SE&RM approvals. She met with the O-Week Advisory Committee to discuss O-Week 2022, which is looking like it will be more in person than the last two years. For the Teaching Excellence Award, it will likely not be done this year due to the high amount of work that the executive team has taken on since the Student Experience position is not currently filled. They are slowly starting to transition to the next team of executives, as the current executive position terms will be ending in a little over a month. For any SE&RM approvals, please submit what you can as early as possible due to the high volume of applications that this office is experiencing right now. If Members know of anyone, they should encourage event planners to submit as early as possible. The Professional Career and Development Records has been going well and she has been approving more recently. She hopes some of the Members will see them in their linked-in profiles soon. If anyone has any questions, she is happy to respond either now or via email later.

Member Persram asked who Directors should ask about submitting items to the Professional Career and Development Records Committee.

VP Academic Lisa Kazuhara responded that they could contact the Experiential Learning Hub about this.

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Member Vito asked what was being cancelled as he missed it during the update.

VP Academic Lisa Kazuhara responded that it was the Teaching Excellence Award.

Chair Cameron Oleson provided a reminder that Members could make a motion for a recess with a specified time in case any members need it.

VP Academic Lisa Kazuhara added that she had a meeting with the University today. She wanted to let Members know that if you see any oppressive actions or anything that goes against human rights, it is best to contact the Student Safety office. Members can also contact the Human Rights office is also willing to help as they recognize not all students are comfortable contacting the Student Safety office. She asked that Members please report any hate speech or related incidents and have the appropriate department review it and investigate it.

**16.7.4 VP External**

VP External Shilik Hamad informed the Board that the Bike Centre is launching their auction next week Thursday. They are hiring for a Bike Center Assistant. For the FoodBank, they are also hiring for two vacancies in the following year and she has been helping the new Coordinator adjust to their position. In terms of transit, the late-night service is back after coordinating with GSA and Guelph Transit to work this out. She is also working on preparing an educational framework for the upcoming provincial election. She will be meeting with Elections Canada next Wednesday to discuss bringing the voting-on-campus program back again. She met with Mike Schreiner at a CFS Townhall to discuss the pandemic and the future of education, as well as mental health and food insecurity. Next Thursday at 7pm, there will be a sexy bingo consent addition in collaboration with Guelph-Wellington Women in Crisis as well as Wellness at the University of Guelph. Let your friends know to sign up for the Annual General Meeting. She met with members of the Ukrainian club to help advocate for their needs and demands for the University. Lastly, she has been focusing on putting together her transition documents for the next VP External.

**MOTION** that the following Executive Updates be received as information:

16.7.1 President

~~16.7.2 VP Student Experience (position currently vacant)~~

16.7.3 VP Academic

16.7.4 VP External

**Moved:** Member Harris

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**Seconded:** Member Stevens**Motion carried.****16.8 Director Reports**

Member Maharaj was on the Hiring Committee for the Promotional Services and Graphic Designer position and she is pleased with the results of the Committee.

Member Conibear has registered for the Annual General Meeting and gave a class talk for it yesterday.

Member Harris has also done class talks for the Annual General Meeting and will continue to give them. They are also looking forward to an upcoming PDR meeting that they will be attending.

Member Persram attended a UC Board Selection Committee meeting with the CSA President and Member Harris. They reviewed one application from an undergraduate student and approved it to come forward at tonight's meeting as a UC Board member appointment.

**16.9 CSA Services Update and Report**

*This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.*

**16.9.1 CSA Student Events and Risk Management (SE&RM) Service Update****16.9.1(a) Extend Speaking Rights to Student Events and Risk Management (SE&RM) Staff**

**WHEREAS** CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

**MOTION** to extend speaking rights to Adam Zuill, SE&RM Coordinator, for the duration of item 16.9.1 to present the Student Events and Risk Management (SE&RM) Service Update and respond to questions that arise from members regarding the presentation.

**Moved:** Lisa Kazuhara, VP Academic**Seconded:** Member Oleynikov

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**Motion carried.**

Adam Zuill introduced himself and gave a service update for SE&RM. He gave some context about the SE&RM process. This service reviews all student-run events on campus and assesses them for approval based on risk. This process also ensures student-run events follow the University's and the government's guidelines, and aims to eliminate any accident from occurring from events. He gave a brief overview of the different types of risk and reminded the Board that all student events are requested to be submitted at least two weeks in advance. There is a detailed submission process that student-run events must follow. This year, SE&RM has received almost 2,000 submissions. Of these 1,400 events were approved and roughly 500 were not, but the rejected events were followed up with afterwards and modified so they could still be held later. He outlined the event review process for CSA and non-CSA clubs. He also explained the SE&RM Committee and its responsibilities. This committee is responsible for reviewing events with significant risk and responding to any questions posed by their affiliates. SE&RM also provides office hours for students who have any questions at multiple points throughout the week. He is glad to point out that students have been attending these office hours and obtaining helpful advice as a result. There are also training sessions that event submitters are required to attend to learn more about how to properly host an event. These are hosted virtually and take roughly an hour to complete. This year has been particularly interesting for the SE&RM office due to the significant changes in health and public safety guidelines, making this process more important than ever. He finished by introducing the team of facilitators at SE&RM and providing his contact information in case anyone had any questions.

VP Academic Lisa Kazuhara highlighted the great work of Adam during this year. It has been a difficult year for this office and he has managed all the changing restrictions very well. Additionally, there has been a high number of events with risks associated near the end of this semester and he has been managing the high volume of work well.

President Nicole Walker also thanked Adam for his great work.

Member Stevens asked if there were any plans in place to improve the GryphLife event registration webpages.

Adam Zuill responded that they are indeed planning to smooth out the process as he has also heard from students that currently it can be somewhat tedious.

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VP External Shilik Hamad also thanked the SE&RM Committee and Adam Zuill for their work. She reminded the Board how crucial their work is to improving the quality of life on campus through events.

VP Academic Lisa Kazuhara also responded to Member Stevens by noting that a conversation about improving the registration process is taking place, and that they too hope to improve the process. If Members of the Board wish to advance the issue further and speed up this process, she suggested they could create a motion to do so.

Member Vito has also used the SE&RM event site and concurs with Member Stevens. He was surprised by the amount of event requests that the SE&RM office receives each year. He wondered if the Sales and Solicitation form was also going to be simplified, potentially so that it is possible to submit both through one centralized form. Finally, he asked more about how Adam Zuill manages the workload for SE&RM throughout his week.

Adam Zuill responded by explaining he spends some of his time during office hours reviewing events. He also reviews events on Monday mornings and Friday evenings to ensure that all events received within a week are reviewed at some point during that same week. As for the Sales and Solicitations form, he recognizes some students have had trouble with it and he appreciates their concerns. Hospitality Services currently is responsible for this requirement, and he has thought about further discussing it with them. Moving forward he would be happy to open a discussion up about this form with Hospitality Services.

VP Academic Lisa Kazuhara added that Hospitality Services is a separate stakeholder, and this is part of why it would be difficult to have a centralized document for events based on her experience. This difficulty is partially why they haven't resolved this sooner. She also noted that for those hoping to host events, having the structure of the event submitted within 10 days is key, and if event planners need, they can change details of the event such as the timing or place closer to the event. The main point would be that the SE&RM Committee wants to review the risk as soon as the event planner can provide details of it.

Member Digamber asked how the SE&RM Committee handles unapproved events that take place despite not having received an approval.

Adam Zuill responded by saying that this has happened a limited number of times this year, and that they would respond by talking to the facilitators and creating an agenda for the next Committee meeting so they can review the incident properly. Then at the biweekly meeting for the SE&RM Committee, they would discuss this incident based on the information he had gathered.

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Sometimes they would reach out to the student group that held the event to gain additional information if necessary. They then hold a vote as to what actions should be taken against them. Most of the time unapproved events are held simply because they are not familiar with the SE&RM process. Sometimes the Committee would decide that they student organization could not hold events for the rest of the semester, or that they would need to provide extended notice of their future events, such as for three weeks instead of two. Overall, any repercussive decisions would be based on the specific context of the situation and approved by the Committee.

VP Academic Lisa Kazuhara added that the biggest reason for the SE&RM process is for insurance purposes. This way if something goes wrong with the event, the organizers can assume the risk rather than the University or the CSA. The SE&RM office also wants to make sure the events are safe for students to attend.

Policy & Transition Manager Pete Wobschall commented that it was an excellent presentation and notified Adam Zuill that he could stay for the duration of the meeting, or leave if he chose to.

**16.9.1(b) Receive the Student Events and Risk Management (SE&RM) Service Update**

**MOTION** to receive the Student Events and Risk Management (SE&RM) Service Update as presented by Adam Zuill, SE&RM Coordinator, as information.

**Moved:** Member Vito

**Seconded:** Member Stevens

**Motion carried.**

**16.10 Committee Updates and Reports****16.10.1 Hiring Committee Report Promotional Services & Graphic Design**

**Posting Date:** Friday, February 11th, 2022

**Closing Date:** Tuesday, March 1, 2022

Hiring Committee Members:

- Nicole Walker, CSA President
- Kandace Blaker, Office Manager & Executive Support

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- Ishaka Maharaj, Board Director

**Number of Applicants:** 23

**Number of People Interviewed:** 3

**Successful Candidate:** Melissa Marciniak

**Start Date:** Monday, March 28, 2022

**MOTION** that the hiring of Melissa Marciniak for the Promotional Services & Graphic Design position be ratified, as recommended by the Hiring Committee.

**Moved:** Nicole Walker, President

**Seconded:** Member Maharaj

President Nicole Walker noted how excited the CSA is to have Mel start with the CSA on Monday, and how excited they are for new folks to join the permanent staff team.

**Motion carried.**

### **16.10.2 MINUTES: Finance Committee Meeting # 2 – November 17, 2021**

**MOTION** to receive the minutes of the Finance Committee from Meeting # 2 dated November 17, 2021, as information.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

**Motion carried.**

### **16.10.3 MINUTES: Finance Committee Meeting # 3 – January 26, 2022**

**MOTION** to receive the minutes of the Finance Committee from Meeting # 3 dated January 26, 2022, as information.

**Moved:** Member Stevens

**Seconded:** Member Rocha

**Motion carried.**

### **16.10.4 Student Experience Coordinator**



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**16.10.4(a) Student Experience Coordinator Job Description**

**WHEREAS** the CSA conducted a Winter 2022 General Election, and a subsequent By-Election, and was unsuccessful in filling the role of Vice President Student Experience (VPSE);

**WHEREAS** the CSA plans to hold a Fall 2022 By-Election with the intention of filling the VPSE position for the remainder of the 2022-2023 year;

**WHEREAS** the Executive Committee requires support in covering VPSE duties until the position can be filled; and

**WHEREAS** the newly created position of Student Experience Coordinator would be funded with the budget allocated to the vacant VPSE position.

**RESOLVED** that the CSA approve a newly created position of Student Experience Coordinator and the associated job description as presented in the March 23, 2022 Board Package.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

President Nicole Walker explained that based on the election and the by-election, there were still no applicants that completed their candidate packages for the VP Student Experience role. As a result, they can either continue running by-elections, or instead they can consider an interim position for the summer and part of the school year. They felt that the latter option would be preferential as there is expected to be a large number of student events held in-person in the Fall. As a result, the rest of the executive team won't be able to manage this without some additional help. This interim position will not take on all of the responsibilities of the VP of Student Experience. Rather they will provide support where needed, so that they rest of the executive team can be more devoted to advocacy work. This position runs until October at which point a by-election can be held to find someone for this position the remainder of the year.

Member Stevens asked how long the overlap between the interim position and the By-election was expected to be.

President Nicole Walker explained that there would potentially be some as this is roughly a 5-month contract. The aim is that it will provide coverage and flexibility in case of any complications associated with the by-election. This will allow for

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this temporary position to adequately cover the transition period while the newly elected candidate adjusts to the role.

Member Stevens asked how long this period of both people being employed would be.

Policy & Transition Manager Pete Wobschall clarified that the contract currently runs until the 28<sup>th</sup> of October (as stated in the job description), but if staff thinks there is benefit to an extended overlap, they can move that the board extend the position further. Additionally, this could be included in the staff report in September, at which point they could reconsider how long this position should be.

President Nicole Walker added that typically they only bring a job description back to the Board for significant changes. A slight change in the length of the contract would not typically warrant an official update, but it could still be included in the executive reports.

Member Vito asked whether there was anything that would preclude a person who already meets the qualifications for this role from running in the election to continue in the role.

President Nicole Walker says this is allowed and she would encourage it as it would allow for continuity of the position.

Policy & Transition Manager Pete Wobschall said that defining significant change is somewhat difficult. In terms of due process according to CSA policy, the Finance Committee would have to confirm the budget to keep the person on the staff.

President Nicole Walker responded that the Finance Committee typically only approves expenditures under \$2,000.

Policy & Transition Manager Pete Wobschall confirmed that there would be oversight either by the President or by the Finance Committee.

Member Maharaj asked what would hypothetically happen if no one applied in the October by-elections, and whether this would mean the position would be extended.

President Nicole Walker stated that there would be a number of options that they could pursue if this was the case. One possibility would be that the CSA would have to make due with a vacancy. The CSA has not yet discussed extending this

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contract, but they would be willing to consider it if it was the best option for the staff and the students.

**Motion carried.**

**16.10.4(b) Strike Hiring Committee - Student Experience Coordinator Hiring Committee**

**WHEREAS** the CSA recognizes the need to fill the vacancy of Student Experience Coordinator until the Vice President Student Experience position is filled in the Fall 2022 By-Election;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

**WHEREAS** the President supervises the Student Experience Coordinator.

**RESOLVED** that:

- a) The CSA strike a hiring committee for the position of Student Experience Coordinator.
- b) The President be appointed as Chair of the hiring committee.
- c) The President, in consultation with the Business Manager, appoint a suitable staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the positions of Student Experience Coordinator:

Member Maharaj
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**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

President Nicole Walker explained the importance of this Hiring Committee as the person selected would have a lot of responsibility in planning events for the next year. This has a huge impact on the CSA's student body.

**Motion carried.**

**16.10.5 Appoint Directors to the University Centre (UC) Board**

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**WHEREAS** it is the responsibility of the [University Centre Board](#) ('UC Board') to:

- Establish written policies respecting the use of facilities and management of space within the University Centre (UC),
- To acknowledge the special requirements of user groups to manage their own activities within the spaces assigned to them, and
- To provide services for the University Community at large.

**WHEREAS** Appendix J – Internal CSA Policy, Section 5.0 University Centre Board states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, and should be controlled by students;

**WHEREAS** the UC Board is comprised of 10 students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors;

**WHEREAS** appointments to the University Centre Board of Directors are for a term of up to two (2) years, as defined by the University Centre Board of Directors Constitution;

**WHEREAS** undergraduate student, Maya Sharma has applied to be a CSA representative on the UC Board through a GryphLife application and is recommended forward by the UC Board Selection Committee; and

**WHEREAS** several of the current CSA representatives have expressed a desire to continue representing the CSA further.

**RESOLVED** that the following CSA Directors be appointed to the UC Board as CSA appointed representatives for up to a two-year term as recommended by the President in the absence of the Vice President Student Experience:

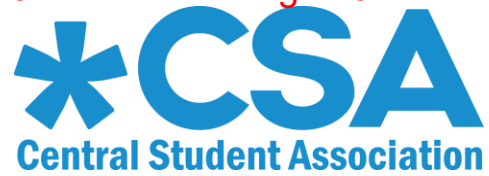
**Returning Board Members**

Ishaka Maharaj
Haley Bilokraly
Meryam Tawfik
Nicole Walker
Bella Harris

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**New Member(s) Recommended by Selection Committee**

Maya Sharma
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**New Volunteer Directors**

Member Rocha
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Member Ogbeiwi
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**Moved:** Nicole Walker, President**Seconded:** Member Harris

President Nicole Walker noted that there is a need to fill this committee completely. The positions were advertised in the newsletter. They will put forward the names we currently have, and continue to recruit new Members for the new board of directors in May. They will employ a comprehensive promotional strategy to bring awareness to students over the summer. For Members who are interested, this is a way that they can continue their student advocacy over the summer.

Member Vito sits on the UC Board and noted how interesting it is and what a great opportunity it presents for student advocacy. He says it is open to all CSA members, and encouraged Directors to let anyone they know who is interested to apply. The new members of the UC Board might actually be approving a new working agreement. This is significant as the current working agreement has been in place for roughly 30 years. He thinks we need more students to be present for this, especially since sometimes it really helps to have a lot of CSA representatives for voting purposes.

Chair Cameron Oleson explained that Members could volunteer for this Committee if they were eligible to continue on it next year. There are several spaces available if people are interested.

Member Persram has also sat on the UC Board for two years, and noted how much fun it is and what a great opportunity it is. It is not a large commitment, as they do not meet that frequently. She would encourage those qualified to consider joining.

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Member Harris also noted that she is on the UC Board and she has enjoyed being a part of it.

Member Maharaj also sits on the UC Board and confirmed that it has been very fun. There is some controversy on the UC Board, but it is important that students have a voice and that there is adequate representation for the students to ensure that changes made are made in the best interest of the students.

President Nicole Walker noted that the CSA is also looking for alternates to ensure there is ten undergraduate students to attend the meetings at all times. This allows undergraduates to have a majority presence since they are the majority of the student body. Those who volunteer as alternates would likely not have to commit as much time.

Member Persram asked what the process for graduate students is to join.

President Nicole Walker recommended she reached out to the GSA for information regarding this.

Member Ogbeiwi asked whether everyone has the same roles on the UC Board.

Member Maharaj responded by explaining that there are different committees and subcommittees that members can apply for and be included on.

Member Ogbeiwi asked how frequent the meetings were held.

Member Vito responded by explaining they are roughly meeting once a month.

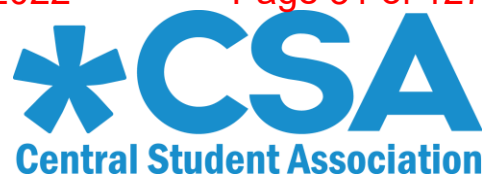
Policy & Transition Manager Pete Wobschall noted how important the UC Board is for students. It is supposed to be under the VP Student Experience's responsibilities, but there is not currently someone in this position. Ideally, the VP Student Experience would hold a meeting with the CSA Members and alternates on the UC Board in preparation for the UC Board Meetings. This ensures that the undergraduate representatives, including alternates, are prepared and properly informed for these UC Board meetings.

Member Vito agreed with Pete and added that the UC belongs to the students and is one of their most important assets. As a result, the UC Board is really important to the student body and so it is crucial that CSA Members are properly represented on this Board. This way they can effectively vote in the best interest of the students they represent and ensure the UC is used according to students' wishes. He noted that otherwise there are people on the UC Board who would

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potentially seek to increase their jurisdiction within the UC Building at the expense of the students.

President Nicole Walker responded to Member Ogbeiwi by explaining that they meet on the first Tuesday of each month, and that subcommittees typically meet once a month as well. Due to the pandemic this has not been the case for the past two years. Secondly, she notes that there are pre-meetings for the undergraduates held before each meeting. This way they can go into the meeting feeling prepared to make an informed decision. There is a rich history between the University and the UC Board and the students. Student fees are being used to run and operate the UC itself, making it especially important that CSA Members are represented so their fees can be used appropriately. There have been incidents in the past about the revision of the UC working agreement. This created some conflict between UC services, the student body, and the University administration.

Member Persram noted again that it is a really fun opportunity, and that last year she worked on making a virtual marketplace. Next year this subcommittee hopes to be coordinating events that are held entirely in person. Being on the programming subcommittee has been a rewarding experience as they handle a lot of the events held in the UC.

Member Harris explained that the University Centre was created for students by students, but that since then it has become somewhat controversial as some of the university administration has taken some of the space. She recalled attending a UC Board meeting a few years ago as a student. At this meeting, they were frustrated by how University Administration did not listen to the requests of its students for the use of the space. Overall, it is important that it is students representing other students on the Board, as ultimately students are the ones who have the rest of the students' best interest in mind.

VP External Shilik Hamad further explained that in 1966 the student union building fee was voted on. Further information about this is available on the CSA's online history page. The students voted in favour of a student union building fee for a student union building, which became the UC. The administration took over and stopped collecting the student union fees and bankrupted this fund. The students voted to start another student union which is the CSA today. A past CSA president sued the university administration for misappropriation of funds regarding the UC. Finally, the students won back the building, and we have regained control of the second floor. Today, we are still working on this to take back the rest of the UC.

**Motion carried.**

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**16.11 Business****16.11.1 Additional Special Budget Board Meeting**

**WHEREAS** Bylaw 3 – Financial, Section 5.0 Budgeting Process states that the CSA budget shall be:

- Determined during the Winter semester for the upcoming year.
- Presented to the Board of Directors before the last Board meeting of the winter semester [to permit ample time for thorough review by board members].
- Brought before the Board of Directors for due consideration and approval; and

**WHEREAS** draft budget development has been delayed due to competing priorities caused by staff vacancies and personal emergencies, however, is expected to be completed by the April 6, 2022 board meeting.

**RESOLVED** that a Special CSA Budget Board Meeting be scheduled for Monday, April 11, 2022, beginning at 6:00pm and held virtually on Microsoft Teams.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

President Nicole Walker explained that this meeting is necessary as a result of a death in the family of the Business Manager Lee Anne Clarke. Her attendance at the funeral for this today means that she could not attend the Finance Committee meeting, which means she could not give her presentation on the budget. It is very important that it is approved and that the Board is given ample time to review it. As a result, this motion would mean it was given as notice in the April 6<sup>th</sup> meeting, and then could be voted on in the proposed meeting on the 11<sup>th</sup>. She noted that students often go home to study over the exam period, and this is why they proposed this meeting be held virtually so it could accommodate students regardless of where they were.

**MOTION** for a 5-minute recess.

**Moved:** Member Persram

**Seconded:** Member Stevens

**Motion carried.**

**Motion carried.**



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**16.11.2 Appendix F – Clubs Handbook: Comprehensive Review****NOTICE**

**WHEREAS** a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programming Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

**RESOLVED** that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

**Motivate:** Nicole Walker, President

President Nicole Walker noted that a lot of this work was completed in the Fall Semester. This work was done by the VP of Student Experience, the Policy & Transition Manager, the Administrative and Programming Clubs Coordinators. They wanted to make sure that the current information in the Clubs Handbook accurately reflects our current practices. It became a little outdated due to the pandemic, and they want to approve the changes made so they can continue to use what is still relevant. They will likely be taking another review during the summer to review the practices that are outdated and bring forward more changes. They are trying to keep the policy up to date with what happens in the day-to-day.

**16.12 New Business****16.12.1 Strike Hiring Committee – Board Scribe**

**WHEREAS** the CSA recognizes the need to fill the vacancy of Board Scribe for the 2022-2023 academic year;

**WHEREAS** CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive member, and one CSA staff member; and

**WHEREAS** the President is the Executive Supervisor, and the Policy & Transition Manager is the Immediate Supervisor of the Board Scribe.

**RESOLVED:**

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- a) The CSA strike a hiring committee for the position of Board Scribe.
- b) The President be appointed as Chair of the hiring committee.
- c) The Policy & Transition Manager be appointed as the staff representative to the hiring committee.
- d) The following Director be appointed to the hiring committee for the position of Board Scribe:

Member Digamber
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**Moved:** Member Harris**Seconded:** Member Persram

Member Harris noted how critical it was that the volunteer position is filled so the Hiring Committee could proceed.

**Motion carried.****16.13 Announcements**

Policy & Transition Manager Pete Wobschall asked Members to sign up for the Annual General Meeting. He reminded Members that if he had made a mistake with their placard pronouns, or if they wanted them added, Members should write their pronouns on their placards so he can do so.

VP External Shilik Hamad celebrated the Kurdish New Year on Monday and wished Members a Happy New Year. She is going back to Kurdistan in May to see family which is very exciting.

President Nicole Walker thanked the Board Scribe for the minutes and read an excerpt from them that she enjoyed. She has a dog at her house this week named Brody who she would love to keep. Brody loves going for walks with Nicole and playing frisbee. She got her nails done for a formal event she was supposed to attend last week, and they look very cute.

Member Persram shared that she has enjoyed the coffee that Leila bought for her, and she said anyone else could buy her Starbucks too. She has been very busy this March. She went home this weekend and spent time with her parents,

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as they will be in Florida for a few weeks visiting her grandmother. She told the executives that she would like to purchase a CSA hoodie.

President Nicole Walker said she would see if she could make it happen. Perhaps it could be part of Director Appreciation during the last meeting, and that there could also be cake.

Member Stevens gave a class talk yesterday, and gave a Drag Race update. She has also been enjoying having the dog Brody at their house. She wants to get a hatchback for a car and her dad has been helping her research options to do so. She has been enjoying in person board meetings and does not want them to end as she has enjoyed getting to know the Board better.

Member Vito recently enjoyed visiting family and celebrated his Nona's 90<sup>th</sup> birthday. He also enjoyed the minutes from past board meetings. He is also not excited to finish these board meetings, but he is looking forward to what is to come. He recently had a good interview for a position on Parliament Hill.

Member Persram just remembered that her roommate is getting married and she is the maid of honour. She would appreciate tips as she has never been one before.

President Nicole Walker wants Member Vito to tell the Board what his Nona says each year on her birthday.

Member Vito responded that each year when they say Happy Birthday to his Nona, she says she hopes it will be her last birthday, and that she prays to God each night that she will die. They recently got her a special blessing from the Pope which she has already hung up and is thoroughly enjoying.

Member Oguntala said that the grilled cheese had too much butter.

Member Ogbeiwi flies home tomorrow to Vancouver and has figured out her internship for the summer. She will be working for CBSA a student border officer for the summer. She is looking forward to that.

Member Digamber would also like a CSA sweater, and she would like desserts included in future meetings. She is leaving the Board after this semester.

Member Maharaj is looking forward to the event she is helping to host this Friday. Members should take a look at their website for this, or borrow some of her clothing for the event if they need to. She is performing and would love if people came to support and attend it. She also needs to find 2 more people for

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another event she is performing at on Saturday. To add onto the grandparent discussion, her great-grandmother also prayed she would die for the last few years of her life. Now when she speaks to her nani and nana, they both tell her that they might die soon as well.

Member Rocha said that Holi was very fun. They are also being lent clothes by Isha for the upcoming event. She works with Member Persram's roommate's fiancé. They just met him this semester.

Member Maharaj also knows a student who secretly got married last year in India without telling her parents. This student met her now-husband on Facebook three months before she went there to get married to him, and Member Maharaj was very shocked when she initially learned this story.

Member Rocha has been busy balancing school and work, but she celebrated Holi on the weekend prior. They are finally relaxing again as March is always a very hectic month. She got a job for this summer as a research assistant in OVC. She will be working on antimicrobial resistance which she thinks will be enjoyable. Their grandma is coming in May and they haven't seen her in 4 or 5 years and are excited to see her. She is also looking forward to seeing her cousins in Michigan this summer.

Member Conibear really likes Bella's pants since they are sailor moon. She had an assignment due in the morning last week which caught her by surprise as they are typically due at night. They did not enjoy staying up late the night prior to complete it in time.

Member Harris has sailor moon pajama pants on and she chose them to make Amanda happy, and because they have pockets. Their grandparents are dead, but their mom says they should be happy for her when she dies and to throw a party. Bella has started to get into TikTok lately. She has been enjoying finding her niche in content on the app so far. They ordered a black forest slice of cake from Coven Market in Hamilton, which they were going to bring to the meeting today, but unfortunately forgot. They would like a haircut. She has a CSA hoodie from a couple years back. She recommends getting the more expensive hoodie as it is much softer inside.

Member Vito asked about their shirt.

Member Harris explained what it said to Member Vito, and explained that she chose it based on a conversation with her friends before coming to campus. They also have one about the mayflower and one about how they cannot be racist because they have white friends. She decided to host an anti-oppression

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workshop for the Spring Pride Committee, and mentioned it as she knows some members had expressed interest in attending one at the last meeting. It is on Sunday April 3<sup>rd</sup> at 7pm on Zoom. They encouraged Members to attend and assured it will be fun, because they are still themselves during these workshops. She really wants a vegan cake by default for these board meetings, and recommended ordering it from The Grain Bakery downtown, as they have a very rich and delicious chocolate cake. She started the Queer ASL course she is attending online, and the instructor tricked them during the last session. They thoroughly enjoyed that it is a BIPOC exclusive class, and that the instructor tricked the students into patting themselves on the back. She shared with the Board that ASL was illegal to practice internationally for over a hundred years until the 1980s.

Member Ahmed also has two friends getting married this summer. She is going with a friend to Iceland and is booking flights for it tomorrow. She is going to Huntsville to celebrate her birthday with her friends this weekend. She is going to a Raptors game tomorrow night with her family and is really excited for it.

Board Scribe Olivia Wells is glad that people have been enjoying the minutes she has created so far. She also has three friends getting married this summer. She is very excited to share that she was accepted to her program of choice for her Masters'.

**16.14 In Camera Session**

No in camera session.

**16.15 Adjournment**

**MOTION** to adjourn the CSA Board of Directors Meeting # 16 of **March 23, 2022**, at 8:22 pm.

**Moved:** Shilik Hamad, VP External

**Seconded:** Member Ahmed

**Motion carried.**

**Motion**

Board of Directors Meeting # 17

April 6, 2022

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**Item 17.5.1**

**Approval of Past Board Minutes - March 23, 2022**

**MOTION** that the minutes be approved for CSA Board Meeting # 16 held on March 23, 2022, as presented in the board package.

**Moved:**

**Seconded:**

## Executive Update

President

April 6, 2022



Hello Board of Directors,

So much is continuing to happen at the CSA! We had a successful AGM last week and got through all our business. Thank you to everyone who attended and participated, as well as directors who engaged with the students through class talks – we could not have had a successful AGM without your help! We have lots of ongoing hiring, so make sure to spread the word about it or consider applying for a position yourself. Since this is our final ‘official’ meeting of the semester, I wanted to tell you all how much I have enjoyed our meetings, discussions, and time together this year. You all are truly wonderful student leaders and humans, and I cannot wait to see all that you go on to accomplish!

Other than that, that’s a wrap on 2021-2022 term and I look forward to continuing to serve our students in my upcoming term!

### General Updates

**Last Toast:** The Last Toast is on Thursday, April 7, at 4:00pm in Brass Taps. Tickets are \$15 and are being sold at the CSA Front Office starting Wednesday, March 23 while supplies last. The cost of the ticket includes a champagne flute filled with champagne (with non-alcoholic option), entry into the event, food, and a \$2 to a fund of the graduating classes choice! Champagne flutes have been ordered and some will be available at the bookstore if people are unable to attend the Last Toast. In addition, we will be offering a free livestream for students unable to attend the event in-person.

**The CSA is Hiring:** Interested in a part-time work opportunity that works with your schedule and can make a difference in the lives of undergrads? The CSA is now hiring for the following positions:

- *SafeWalk Volunteer & Public Relations Coordinator:* Posting closes Thursday, April 7, 2022, at 12 PM
- *Student Experience Coordinator (Interim Position):* Posting closes Monday, April 11, 2022, at 4:00 PM
- *Chief Returning Officer:* Posting closes Wednesday, April 6, 2022, at 4:00 PM
- *Assistant Returning Officer:* Posting closes Wednesday, April 6, 2022, at 4:00 PM

Be sure to check our website regularly for job opportunities and how to apply online! To apply, visit: <https://csaonline.ca/get-involved/jobs>

### Committees

**Hiring Committees:** We are in the process of hiring for the Chief Returning Officer, Assistant Returning Officer, and the Student Experience Coordinator, in which the hiring process will take place over the next few weeks.

## Executive Update

President

April 6, 2022



**Student Budget Committee:** The final report for the Student Budget Committee (SBC) was submitted on Tuesday, April 5, 2022 for the Board of Governors meeting on April 20. The final report is a summary of our feedback and recommendations on various budget presentations from the SBC committee throughout the semester. The University also presented the annual budget at our final SBC meeting on the semester on March 28. Noteworthy highlights include incorporating several of our recommendations into their planning process.

As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!



## Executive Update

CSA VP Academic

April 6, 2022



## CSA VP Academic Update: April 6<sup>th</sup>, 2022, CSA Board Meeting

*Hi everyone, I can't believe this is the Last Board meeting for this academic year. Thank you to all the Board of Directors for attending these meetings. Your work and commitment mean a lot! It was a pleasure working with you.*

*Now that my term as the VP Academic is coming to an end, I have been working on transition documents to ensure smooth transition to the new executive team and service staff.*

### **Ongoing Projects:**

- Teaching Excellence Award
  - Cancelled for the 2021/22 due to prioritization of other projects to maintain the organization since the workload of the current executives have increased to staff/executive vacancies/turnover and the Return to Campus planning
- Professional and Career Development Record
  - Reviewing applications and approving the first programs where students can receive PCDRs through Experiential learning and extra curriculars.
  - Meeting to be held with EL Hub for CSA positions
- Hiring
  - SafeWalk Volunteer and PR Coordinator
    - First round was not successful
    - Applications are open until tomorrow (April 7<sup>th</sup>, 2022) at noon
  - Student Help and Advocacy Centre Coordinator and Assistant Coordinator
    - Hiring for both positions completed

### **Committees:**

- Senate Board of Undergraduate Studies
  - Approved some course changes from the Calendar Review Committee
- PCDR Badging Committee
  - Reviewed the PCDR reviewing process for experiential learning opportunities
- OWAC
  - Orientation Week 2022 overview and review
- Students Rights & Responsibilities Committee
  - Received presentations from the Office of Diversity & Human Rights and the Student Judicial Services Committee for the 2020/21 academic year

## Executive Update

CSA VP Academic

April 6, 2022



- Student Leaders and Admin Meeting (SLAM)
  - Freedom of Expression and Differing Views on Vaccinations and Masking
  - Student Events and Student Risk Management Updates
  - Accreditation Period for the next academic year
  - Student Life Enhancement Fund (SLEF)
- SBC/SLAM/Student Senators: University's Budget Presentation by the Office of the Vice-Provost (Student Affairs).
- Experiential Learning Advisor Committee
  - Curricular EL Inventory Report Preview

### **Upcoming Committees:**

- Senate – April 7<sup>th</sup>
- Calendar Review Committee – April 11<sup>th</sup>
- CUAA – April 12<sup>th</sup>
- APP Working Group – April 13<sup>th</sup>
- OACCTF Meeting – April 19<sup>th</sup>
- Linc Program Steering – April 25<sup>th</sup>
  
- Calendar Review Committee – May 3<sup>rd</sup>
- Board of Undergraduate Studies – May 5<sup>th</sup>
- APP Working Group – May 12<sup>th</sup>

### **Services:**

- Student Help and Advocacy Centre (SHAC)
  - Operating in a hybrid format
  
- SafeWalk
  - Service running smoothly
  - Planning on the Implementation of the electric golfcart
  - Volunteer appreciation event planned
  
- SE&RM
  - College Royal happening in mid-March
  - SE&RM service was paused for reading week. Urgent emails and event proposal reviews were taken care by CSA VP Academic.
  - Updates on events and room capacity to come out in the next couple days

## Executive Update

CSA VP External

April 6th, 2022



### SERVICES:

**Foodbank:** Currently in the process of hiring two Foodbank assistants for the 22-23 school year, and looking forward to the initiatives our new Foodbank Coordinator Alanna wants to take on such as taking care of our garden. Looking to have a check-in with the incoming VPE to become familiar with one another before my term ends!

**Bike Centre:** Folks wrapped up their bike auction last weekend, and I know Julian and Michelle have been working hard to organize that initiative. I'm hoping to have a check-in with the incoming VPE and Julian as well to ensure there's communication and familiarity. We have also hired our new Bike Centre Assistant for the next year, and their name is Dustin!

**Transit:** Our late-night bus service is still continuing until the end of the month, and students are starting to inquire about accessing their summer bus passes and it's so exciting to have a UPass that students can use.

### COMMITTEES/SOLIDARITY:

**Ukrainian Club:** Looking to support our Ukrainian and impacted students on campus by helping the co-presidents of the Ukrainian club. We are hoping to help organize a fundraiser, as well as advocate for improved mental health and financial support for international Ukrainian / Russian students, as well as students who are of Ukrainian or Russian descent and are affected by the war. Had a meeting with Uni Administration and Wellness to gauge how to provide better supports.

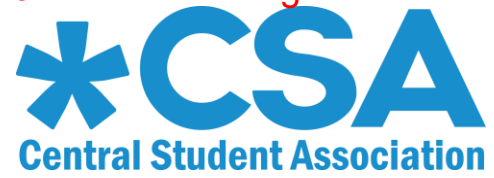
**Suppliers Code of Ethical Conduct Advisory Committee:** Looking to wrap up the work done for this committee and transition the incoming VPE into continuing efforts for next year.

**Sexy Bingo:** Had a successful sexy bingo event with Anne Tique Doll and Sara Kuwatly, and it was so fun to promote consent education and resources and be together with students at an event!

**Motion**

Board of Directors Meeting # 17

April 6, 2022



**Item 17.7  
Executive Updates**

**MOTION** that the following Executive Updates be received as information:

- 17.7.1 President
- ~~17.7.2 VP Student Experience~~ *(position currently vacant)*
- 17.7.3 VP Academic
- 17.7.4 VP External

**Moved:**

**Seconded:**

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
 Meeting # 10 – Mar 2, 2022 – 1:30-3:00pm  
 Microsoft Teams



**Attendance**

**Members**

Pete Wobschall, Chair	Policy & Transition Manager	Present
Jena Ashley	Director	Regrets
Joshua Vito	Director	Present
Nicole Walker	President	Present
Shilik Hamad	VP, External	Present

**Guests**

NA	
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**Scribe**

Pete Wobschall	Policy & Transition Manager
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<p><b>10.0 Call to Order</b></p> <p>‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’</p> <p>10.0.1 Attendance</p> <p>Quorum verified and meeting called to order at 1:30 pm.</p>
<p><b>10.1 Adoption of the Agenda</b></p> <p>10.1.1 Approve the Agenda</p> <p>No additions to the agenda.</p> <p>10.1.2 Declarations of Conflicts</p> <p>No conflicts declared.</p>
<p><b>10.2 Ratifications and De-Ratifications</b></p> <p>10.2.1 N/A</p>

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 10 – Mar 2, 2022 – 1:30-3:00pm

Microsoft Teams

**10.3 Comments from the Chair**

10.3.1 N/A

**10.4 Approval of Past Minutes**

10.4.1 PBRC Meeting # 9 – Feb 16, 2022

Minutes approved and ready to be presented to be received by the board.

10.4.2 Review Action Items from Previous Meeting

Review of action items determined that all were completed with two exceptions:

1. ACTION: PTM to send an email to Directors and try to recruit more PBRC members. The group decided that it is too far in the year and there is too much on our plates at the moment, so we will focus on PBRC recruitment in the next academic year.
2. ACTION: PTM to add a review of the 3-yr and more frequent policy review workplan at the next meeting.  
The PTM committed to having this prepared for the next PBRC meeting and will add it to the agenda for discussion.

**10.5 Working Group Updates and Reports**

10.5.1 N/A

**10.6 Business****10.6.1 Prioritization of Outstanding Issues**

The group reviewed the Outstanding Issues document as prioritized by the group at the previous meeting and formatted between meetings by the PTM.

The high priority items identified by the group are as follows:

**High Priority**

PBRC will attempt to address/resolve the following issues prior to the end of 2021-2022.

4. Contradictory Appointment Processes for Directors (high / easy)
5. Standing Referendum Committee (SRC) Process (high / medium)
8. Executive Responsibilities: Transit & Bus (high / easy)
12. Ensuring Safety in Clubs Garage (high / medium)
13. Field Workers vs Temporary Staff - re Polling Station staff (high / hard)
19. Employee Equity Statement (high / medium)
23. Executive Committee Quorum Inconsistencies (high / easy)
26. Director Code of Conduct Agreements (high / medium)

**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 10 – Mar 2, 2022 – 1:30-3:00pm

Microsoft Teams



Efforts will be made to address, or at minimum begin to address, the high priorities identified above by the end of this year.

**10.6.2 Director Code of Conduct**

The group reviewed the draft code of conduct for Directors (see separate document), discussed content and began revising content. Completion of this step is anticipated at the next meeting.

**10.6.3 Quorum for CSA Board of Director Meetings**

Time was exhausted before this item could be addressed (to be added to next meeting agenda): Review proposed revisions to CSA Rules of Order, Section 1.0 Quorum for CSA Board of Director Meetings.

**10.6.4 SERM Coordinator Hiring Committee**

Time was exhausted before this item could be addressed (to be added to next meeting agenda): Review and discuss draft policy to permit the U's SE to sit on the hiring committee of the SERM Coordinator in place of the CSA staff person requirement.

**10.7 New Business**

10.7.1 No new business was added to the agenda.

**10.8 In Camera Session**

No in camera session was held during this meeting.

**10.9 Adjournment**

10.9.1 Review PBRC and Working Groups next meetings date(s)

N/A (no working group meetings are scheduled at this time).

10.9.2 Review Outstanding Business List

See agenda item above for details.

10.9.3 PBRC Announcements Next Board Meeting

Nicole provided a detailed update at the following board meeting.

10.9.4 Adjourn

Meeting adjourned at 3:00 pm.

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
Meeting # 10 – Mar 2, 2022 – 1:30-3:00pm  
Microsoft Teams

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**Next Meeting Dates**

**PBRC**

- # 11 – Wed, Mar 23, 2:30 – 4:00
- # 12 – Wed, Apr 7, 1:00 - 2:30

**Upcoming WG Meeting Dates**

N/A

**Parking Lot**

- Staff Committees Reconciliation
- Hybrid Meetings
- Appendix F – Clubs Handbook Comprehensive Review
- Joint Referendums (GSA/CSA) Policy
- Comprehensive review workplan (to be vetted through BM – not yet complete)



**MINUTES**

Policy &amp; Bylaw Review Committee (PBRC)

Meeting # 10 – Mar 2, 2022 – 1:30-3:00pm

Microsoft Teams

**Outstanding Business List (OBL)**

<b>Date</b> (Assigned to OBL)	<b>Action / Follow-up</b>
<b>Nov 16, 2020</b>	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting. (currently underway with the Elections Policy Review WG)
<b>Mar 25, 2021</b>	<b>ACTION:</b> PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
<b>Mar 10, 2021</b>	Executive Evaluation Committee Replacement - How to replace?  'the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.'
<b>Jan 27, 2021</b>	RESOLVED that:  a) the Policy & Bylaw Review Committee (PBRC) review the EAB General Member selection process and provide recommendations to streamline the process of General Member selection to the Board by the end of the 2020-2021 academic year; and  i. that the recommended process include protecting the confidentiality of information submitted by interested General Members.
<b>July 7, 2021</b>	3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments  e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

**Motion**

Board of Directors Meeting # 17

April 6, 2022

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**Item 17.10.1**

**MINUTES: Policy & Bylaw Review Committee**

**Meeting # 10 – March 2, 2022**

**MOTION** to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 10 dated March 2, 2022, as information.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 17  
April 6, 2022

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**Item 17.10.2  
Hiring Committee Report  
Bike Centre Assistant**

**Job Posting Date:** March 10, 2022

**Closing Date:** March 25, 2022

**Hiring Committee Membership:**

- Shilik Hamad, CSA VP External
- Alyssa Ahmed, Director
- Julian Kuntz, Bike Centre Coordinator

**Number of Applicants:** 3

**Number of Interviews Conducted:** 2

**Successful Candidate:** Dustin Brown

**Start Date:** May 9, 2022

**MOTION** that the hiring of Dustin Brown for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

**Moved:** Shilik Hamad, VP External

**Seconded:**



# Hybrid Meetings

## PBRC Working Group Findings

CSA Board of Directors  
April 6, 2022



# Virtual vs Hybrid vs In-Person Meetings

**Virtual** = everyone participates virtually

**In-person** = everyone participates in-person

**Hybrid** = a mix of in-person and virtual participants



# Benefits of Hybrid Meetings

1. Increased reach & attendance (more accessible; safety)
  2. Higher engagement with your audience (public)
  3. Reduced environmental costs (more sustainable)
  4. Reduced travel costs and time
  5. Address the changing needs of your audience
  6. Ability to rewatch or share meetings with those not in attendance
  7. Greater Audience Engagement (with new Apps and widgets)
  8. Flexibility for Exhibitors/Speakers
  9. Readily Available Reports & Analytics and On-demand Content
-



# Drawbacks of Hybrid Meetings

1. Things can break and tech can be uncooperative.
2. Depending on how it's done, it can result in upfront and ongoing costs.
3. More complex to run (e.g. voting, trying to Chair, etc.)
4. Most options require an AV Technician to operate cameras and microphones during meeting.
5. Equipment requires setup and pack up time; and somewhere safe to store.
6. There will be a learning curve.
7. There is no one-stop shop option (variety of options on a wide range of prices).



# History

- Since becoming incorporated in 1979, all CSA Board Meetings have been in-person.
- Nothing in CSA policy or bylaws that prevented holding virtual or hybrid meetings, but nothing explicitly permitting either.
- [Ontario Not-for-Profit Corporations Act \(ONCA\)](#) states:

**Participation by electronic, etc., means**

(6) Unless the by-laws provide otherwise, a director may, if all the directors of the corporation consent, participate in a meeting of the directors or of a committee of directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A director so participating in a meeting is deemed for the purposes of this Act to be present at the meeting. 2010, c. 15, s. 34 (6).





# Activities to Date

- Spring 2020 – Covid hits and associated restrictions affect in-person meetings.
  - CSA services temporarily closed, and most staff were laid off for Summer 2020.
  - No CSA Board Meetings were held during summer 2020.
  - CSA Board Meetings began in September 2020.
  - CSA staff worked quickly to implement virtual means of holding virtual meetings.
  - Virtual board meetings held from Sept 2020 to Feb 2022.
-



## Activities to Date

February 2, 2022, the board approved the following policy and bylaw revisions permitting virtual board and member meetings:



# Activities to Date

## Bylaw 1- Organizational

### 4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.



# Activities to Date

## Bylaw 1- Organizational

### 4.16 Board Meetings

4.16.7 a) A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.



# Activities to Date

## Bylaw 1- Organizational

### 4.16 Board Meetings

#### 4.16.7 (cont.)

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

b) The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.



# Activities to Date

## Bylaw 1- Organizational

### 9.0 Members Meetings

#### 9.1 Annual and Other Meetings of the Members

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

---



# Activities to Date

Understanding that ‘times have changed’ and recognizing the success, particularly with attendance during summer 2021 board meetings, the Policy & Bylaw Review Committee (PBRC) formed a **Future Meeting Format Working Group** to discuss options for future CSA Board Meetings; including considering technological implications and barriers.



# Activities to Date

## **Working Group Activities during Spring / Summer 2021**

Consulted University Computing & Communications Services (CCS) staff and the PTM conducted extensive and ongoing research to improve the virtual board meeting experience, and to consider and plan for possible hybrid meetings in a post-covid environment.

PTM began developing a document outlining equipment required to deliver hybrid meetings, including associated costs, with the goal of 'providing virtual and in-person participants with the same experience'.





# Activities to Date

## Working Group Activities during Spring / Summer 2021

Activities have been on hold due to:

- Budget considerations: CSA revenues have taken a hit from the closures resulting from Covid.
- Staff plans to return to in-person board meetings beginning Winter 2022, to deliver the 2022 AGM virtually, and to hold virtual board meeting during Summer 2022 (requires board approval).



## Activities to Date

PTM conducted an environmental scan to see what information was available re holding effective hybrid meetings.

Best information, including technical advice, was produced by the International Rotary Club.

The PTM has been working on a proposal for the Finance Committee to consider re investing in hybrid meeting capabilities.



# Activities to Date

The board approved the following motion at the Mar 14, 2022, board meeting:

## **15A.12.2 PBRC Hybrid Meeting Working Group Report**

**MOTION** to direct the PBRC Hybrid Meeting Working Group to report back on findings, including recommendations, relating to their investigation and research into hybrid meetings format, including the financial costs of implementation, at the April 6, 2022, Board Meeting.

**Motion carried.**



# So here we are!





# Goal

The goal of effective hybrid meetings is to have a similar experience for in-person and virtual participants:

- Ability to clearly see and hear individual speakers; whether in-person or virtual.
- Ability to vote and participate (volunteering for roles, raising points of order, etc.)
- To integrate existing audio and visual technology in UC rooms with whatever technical option we go with.



# Balance of Goal vs Budget

Obtaining a similar experience for in-person and virtual participants can be very expensive.

The following options have been prepared for the board's consideration.



# Option 1 – No Investment

Use existing equipment such as personal smartphones, laptops, etc.

Cost = \$0





# Option 1 – No Investment

## Pros

- No costs (capital or ongoing)

## Cons

- Experience will be terrible for virtual participants (likely for in-person participants too)
- In-person participants will be staring at their screens, rather than each other.
- Difficulty hearing and seeing other participants and the Chair.





## Option 2 – Modest Investment

Invest in mid-grade, robust AV equipment and an additional staff person for meetings.

### **Estimated Costs**

Initial capital investment = ~2,000 - \$3,000 (one-time costs)

Annual maintenance and replacement = ~\$150 - \$200 /yr

AV Technician to operate equipment during meetings = \$1,300 /yr



# Option 2 – Modest Investment

## Pros

- Option with the most reasonable cost to achieve goal.
- Tested and widely used by the Rotary Club.
- With the aid of an AV Tech, participants can see and hear each other well.
- Robust: includes audio equipment built to last, and a carrying case to protect other equipment.

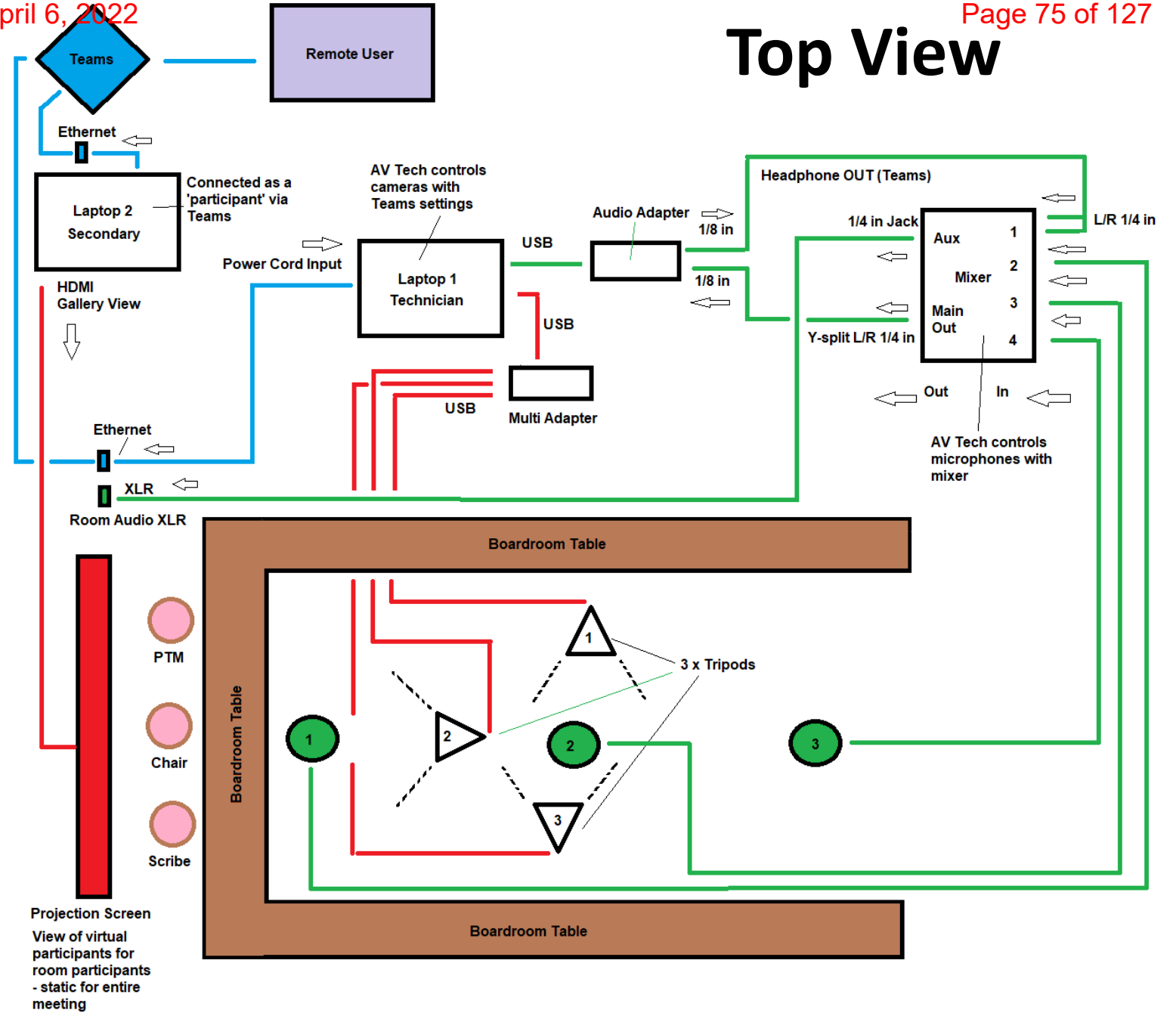
## Cons

- Upfront Capital and on-going costs.
- Will not provide an exact experience for in-person and virtual participants.
- No easy phone-in option (unverified)



# Option 2

# Top View





# Option 2 – Modest Investment

Item Purpose	Item as Advertised	Purpose	Cost per Item	# of Items	Total Cost
Mixer	Behringer XENYX 1202FX Premium 12-Input 2-Bus Mixer, Multi-FX Processor		\$ 250.00	1	\$ 250.00
Laptop Audio Adapter	Plugable USB Audio Adapter with 3.5mm Speaker-Headphone and Microphone Jack, Add an External Stereo Sound Card to Any PC, Compatible with Windows, Mac, and Linux		\$ 20.00	1	\$ 20.00
Laptop audio in 1/8 from mixer y-split 1/4	1/4 to 1/8 Adapter, 6.35mm 1/4" Male to 3.5mm 1/8" Male Stereo TRS Audio Cable with Silver-Plating Copper Core, Gold Plated, Nylon Braid, Compatible for iPod, Laptop, Amplifiers, Home Theater Devices - 15 ft.	One from USB (1/8) audio adapter TO mixer (1/4). One for reverse for capture room audio to Teams.	\$ 20.00	1	\$ 20.00
Laptop Multi-port Adapter	StarTech.com USB C Multiport Adapter - Portable USB-C Dock to 4K HDMI, 2-pt USB 3.0 Hub, SD/SDHC, GbE, 60W PD Pass-Through - USB Type-C/Thunderbolt 3 - NEW VERSION AVAILABLE DKT30CSDHPD3 (DKT30CSDHPD) - docking station - USB-C / Thunderbolt 3 - GigE	Insurance that we have the ability to plug in whatever into whatever. May need for double or triple cameras.	\$ 150.00	1	\$ 150.00
Carrying/Transport Case	Pelican Case - Pelican™ 1650 Equipment Case	To store all electronics in one very tough case.	\$ 500.00	1	\$ 500.00
Room Mics	MX393 Microflex Boundary mic (MX 3930 Omnidirectional) - 12 ft cable.	Pick up room audio for those online	\$ 320.00	3	\$ 960.00
Room mic backup cable	C129 Replacement Cable - 12'	Backup.	\$ 45.00	1	\$ 45.00
Room mic extention cables	Monoprice Premier Series XLR Male to XLR Female - 15ft - Black - Gold Plated   16AWG Copper Wire Conductors [Microphone & Interconnect]	To provide extensions for bounadry mics to ensure reach to mid- and far of room. Qty x 3: need 2 for room + 1 extra.	\$ 30.00	3	\$ 90.00
Contingency if cams fail	Phone Holder Bed Gooseneck Mount - Lamicall Cell Phone Stand Clamp Clip for Desk, Flexible Lazy Long Arm Headboard Bedside, Suit for iPhone 12 Mini 11 Pro Xs Max XR X 8 7 6, Other 4-7" Smartphones	To hold a smartphone - back up for webcams.	\$ 30.00	2	\$ 60.00
Tripods for webcams	Lusweimi 60-Inch Tripod for ipad iPhone, Camera Tripod for Phone with 2 in 1 Tripod Mount Holder for Cell Phone/Tablet/Webcam/Gopro/All Cameras, Tripod with Carry Bag for Travel/Photography/Video	To hold webcams	\$ 40.00	3	\$ 120.00
Webcam	Logitech 960-001257 C920S HD Pro Webcam	One for front of U, one for left U, and one for right U.	\$ 100.00	3	\$ 300.00
Mixer 1/4 to Room Audio XLR	Monoprice 104764 25-Foot Premier Series XLR Male to 1/4-Inch TRS Male 16AWG Cable	From Aux in mixer into the room audio speakers - 1 x extra for backup	\$ 35.00	2	\$ 70.00
Laptop Audio 1/8 out to mixer y-split in	UGREEN 3.5mm to Dual 1/4 Inch Cable 1/8" TRS to 2 6.35mm TS Mono Y Splitter Male to Male Braided Audio Cord for iPhone, iPod, Mixer, Sound Cards, CD Players, Speakers, Home Stereo Systems, 3ft	Audio laptop out 1/8" to mixer y-split, L/R 1/4"	\$ 20.00	1	\$ 20.00
Ethernet cable	Hosa HXS-020 20-Foot Balanced 3-Pin XLR Female to 1/4-Inch TRS Male Audio Cable	Aux out in mixer to XLR room audio	\$ 20.00	2	\$ 40.00
HDMI Cable			\$ 50.00	1	\$ 50.00
Webcam extension cables	Nanxudyj USB Extension Cable 15ft/5m USB 3.0 Extender Type A Male to Female Data Transfer Cord 5Gbps for Playstation, Xbox, Oculus VR, USB Flash Drive, Card Reader, Hard Drive, Keyboard, Printer	2 x for webcams + 1 x extra	\$ 20.00	3	\$ 60.00
					\$ 2,785.00
					\$ 362.05
					\$ 3,147.05



# Option 2 – Modest Investment

<b>AV Tech Costs</b>			
Includes 1 hour set up and tear down (30 mins each)	<b>Total Annual #</b>	<b>Hrs Per</b>	<b>Total Hrs</b>
Board Meetings	16	3.5	56
AGM & Fall GMM	2	4	8
		Total	64
	Hourly wage	\$ 20	
Total annual AV Tech Costs	\$70 per board meeting		\$ 1,280 Per year



## Option 3 – Full Investment

Invest in high-grade, robust AV equipment and an additional staff person for meetings.

\* Has not been fully investigated.

### **Estimated Costs**

Initial capital investment = \$5,000 - \$10,000+? (one-time costs)

Annual maintenance and replacement = \$150 - \$200+ /yr?

AV Technician to operate equipment during meetings = \$1,300 /yr?



# Option 3 – Full Investment

## Pros

- Most likely to achieve goal.
- With the aid of an AV Tech, participants can see and hear each other well.

## Cons

- May require specialized equipment operation / knowledge / training (\$)
  - Highest upfront capital and on-going costs.
  - Robust? (sometimes expensive AV equipment is not the most robust)
-



# Option 3 – Full Investment



\$75 - \$150+



Roll over image to zoom in

\$700





# Option 3 – Full Investment

Home > Tablets > Virtual Reality and Smart Devices > Smart Collaboration > ThinkSmart > ThinkSmart Hub Gen 2 for Microsoft Teams Rooms

## ThinkSmart Hub for Microsoft Teams Rooms

☆☆☆☆☆ (0) Part Number: 11H10008US

\$2,479.00

[Add to Cart](#)

Ships in 4+ months

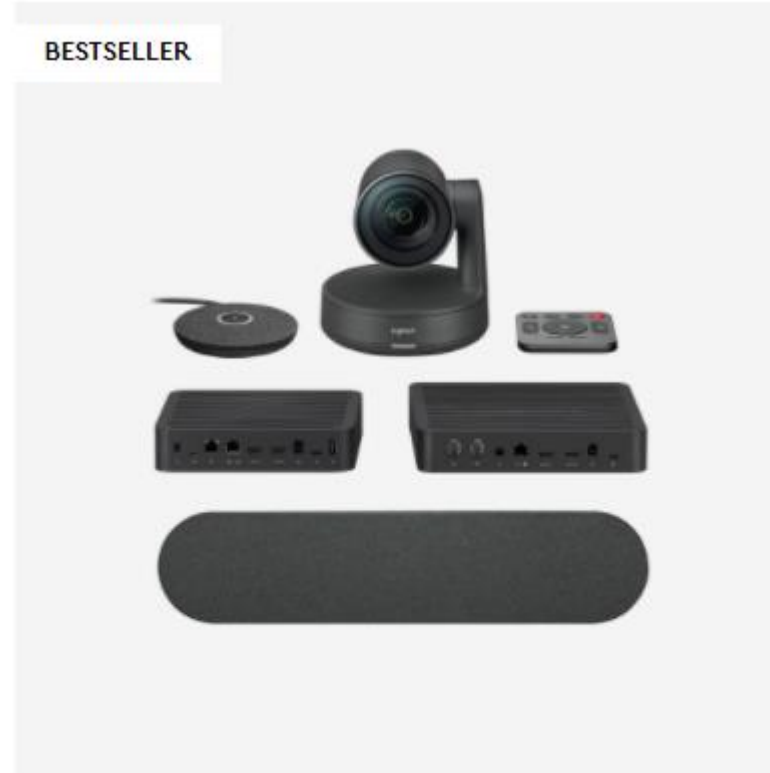
Earn Double Rewards = \$148

Compare





# Option 3 – Full Investment



## RALLY PLUS

Premium Ultra-HD ConferenceCam system with automatic camera control

\$2,699.00–\$3,349.00

**Motion**

Board of Directors Meeting # 17

April 6, 2022



**Item 17.11.1**

**Hybrid Meetings Working Group Findings (PBRC)**

**MOTION** to receive the presentation by Pete Wobschall, Policy & Transition Manager, regarding hybrid meetings on behalf of the Policy & Bylaw Review Committee's (PBRC) Future Meeting Format Working Group findings, as information.

**Moved:**

**Seconded:**

# Board of Directors

## 2022-2023 Schedule



### **DRAFT** Board Meeting Schedule

To be presented at the April 6, 2022 board meeting.

Board Meetings are held on Wednesday evenings.

#### **Summer 2022**

1.	May 25, 2022	6:00 pm	Microsoft Teams
2.	June 15, 2022	6:00 pm	Microsoft Teams
3.	July 6, 2022	6:00 pm	Microsoft Teams
4.	July 27, 2022	6:00 pm	Microsoft Teams

#### **Fall 2022**

5.	August 31, 2022	6:00 pm	Microsoft Teams
6.	September 21, 2022	6:00 pm	UC 442
7.	October 5, 2022	6:00 pm	UC 442
8.	October 19, 2022	6:00 pm	UC 442
9.	November 2, 2022	6:00 pm	UC 442
10.	November 16, 2022	6:00 pm	UC 442
11.	November 30, 2022	6:00 pm	UC 442

#### **Winter 2023**

12.	January 18, 2022	6:00 pm	Microsoft Teams
13.	February 1, 2022	6:00 pm	Microsoft Teams
14.	March 1, 2022	6:00 pm	Microsoft Teams
15.	March 15, 2022	6:00 pm	Microsoft Teams
16.	March 29, 2022	6:00 pm	Microsoft Teams
17.	April 5, 2022	6:00 pm	Microsoft Teams

# Board of Directors

## 2022-2023 Schedule

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### 2023 Annual General Meeting

Wednesday, February 8, 2023

5:00 pm, Microsoft Teams

Agenda TBD

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### Schedule Considerations

- Need to meet policy for minimum number of Board Meetings as per Bylaw 1 – Organizational (i.e. minimum of 4 x board meetings per semester).
- Board Meetings are historically Wednesdays, beginning at 6:00 pm.
- No Board Meetings during Reading Weeks, Winter Break, or exams.
- First Fall meeting has historically been scheduled one week prior to classes beginning in Sept.
- Board Training is scheduled as close to the beginning of semesters as possible; although the training is not always completed prior to a Director's first meeting, they will be required to sign the agreement prior to attending their first meeting.
- First meeting after the Winter Break has historically been scheduled the week following the return of students from break.
- Jan and Feb Board meetings should be integrated with the Elections Cycle (ratifying candidates, last-minute policy changes if required).
- AGM date should also be integrated with Elections Cycle re Directors' promotion, and Exec Candidate Forum)
- Business Manager prefers a meeting in early April to address year-end items.

**Motion**

Board of Directors Meeting # 17

April 6, 2022

---



**Item 17.11.2**

**2022-2023 Board Meeting & 2022 AGM Schedule**

**MOTION** to approve the 2022-2023 CSA Board of Directors Meeting Schedule as included in the April 6, 2022 Board Package.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting #17

April 6, 2022



---

**Item 17.11.3  
CSA 2022-2023 Budget**

**17.11.3(a) Extend Speaking Rights to Business Manager**

**WHEREAS** CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

**MOTION** to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of item 17.11.3 to present an overview of the contents of the CSA 2022-2023 Draft Budget and to respond to questions that arise from members during discussion of this item.

**Moved:**

**Seconded:**

---

**17.11.3(b) Extend Speaking Time to Business Manager**

**MOTION** to extend the speaking time of Lee Anne Clarke, Business Manager from 10-minutes to 30-minutes for item 17.11.3 to present an overview of the contents of the CSA 2022-2023 Draft Budget.

**Moved:**

**Seconded:**

---

**NOTICE**

**15.11.2(c) Approve the 2022-2023 CSA Budget**

**MOTION** that the 2022-2023 CSA Budget be approved as included in the Board Package and as presented by the CSA Business Manager at the April 11, 2022 board meeting.

**Motivate:** Nicole Walker, President

---

**Notes**

**2022-2023 Budget Approval Process**

**Motion**

Board of Directors Meeting #17

April 6, 2022



- Directors will be provided with a copy of the draft budget at the April 6 meeting.
- The Business Manager will present the draft budget at the April 6 meeting.
- Questions and discussion are encouraged at both the April 6 and April 11 meetings to fully understand the format and content.
- Debate on budget items (if applicable) and a vote to approve the draft budget will be scheduled at the following board meeting on April 11, 2022.
- If board members have questions regarding the draft budget between the April 6 and April 11 meetings, they are encouraged to reach out to members of the Finance Committee, the President, or the Business Manager.



# Appendix F Clubs Handbook



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# Appendix F Clubs Handbook



Revision	Board Approval Date
<p>Comprehensive review conducted in October 2021 by a PBRC working group.</p> <p>Revisions include:                      Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.</p> <p>References to Clubs Administrative Coordinator, and Clubs Programming Coordinator responsibilities updated to reflect current job descriptions.</p> <p>Simplified language throughout to make content easier to read and understand.</p>	<p>Apr 6, 2022?</p>
<p><b>Pete Wobschall</b>, Policy &amp; Transition Manager</p>	
<p><b>Signature</b></p> 	<p><b>Date</b></p>

# Appendix F Clubs Handbook



## 1.0 Preamble

The CSA's Appendix F - Clubs Handbook ('Clubs Handbook') provides club participants of the essential criteria regulating Accredited Clubs and their continued status. This includes, but is not limited to, information regarding financial management, facility access, and clubs operations, so that they may operate easily and effectively over the course of the semester.

This handbook also serves as a guide for new clubs interested in attaining Accredited Club status. Section 4.0 Student Organization Registration and Section 8.0 Financial Operation of this policy outline the requirements for clubs seeking accreditation.

The Clubs Handbook sets the boundaries and expectations of all Accredited Clubs. If not followed, the Accredited Club may lose their Accredited Club status, including all associated rights and privileges.

Questions and concerns regarding this handbook should be directed to the Clubs Administrative Coordinator and the Vice President Student Experience.

## 2.0 Definitions

This section provides the definitions of terms used throughout this Handbook.

### **Accredited Club**

A CSA Accredited Club ('Accredited Club') is a club that completes the accreditation process through GryphLife to receive Accredited Student Organization (ASO) status. Accredited Clubs abide by the University of [Guelph's Student Organization Policy \(SOP\)](#) and the CSA's Appendix F - Clubs Handbook. An Accredited Club must be of potential interest to all undergraduates.

### **Club Accreditation**

Organizations, including clubs, wanting to operate on the University of Guelph campus, must become accredited. To become accredited, they must receive Accredited Student Organization (ASO) status through one of the Primary Student Organization (PSO) groups recognized by the [Office of Student Affairs at the University of Guelph](#). The CSA is granted PSO status through the Office of Student Affairs and is considered the sponsoring organization for clubs seeking ASO status through accreditation.

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife

# Appendix F Clubs Handbook



in collaboration between the University of Guelph's Student Experience and the CSA.

## **Clubs Administrative Coordinator**

The Clubs Administrative Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff regarding Accredited Club matters and accreditation.

## **Clubs Conduct Tribunal ('Tribunal')**

The Tribunal determines whether a student club's accreditation status or an Accredited Club's privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix F, Section 6.0 Punitive Action, and Appendix H, Section 2.0: Space Infractions.

## **Club Executives**

Club Executives include a minimum of four (4) club members who are accountable to the CSA for all club activities. These members include the Primary and Secondary Contacts, and two (2) Booking Officers and two (2) Financial Officers. Note that Primary and Secondary contacts may also act in Booking or Financial Officer positions concurrently. Club Executives must be members of the CSA during the semester in which they are an Executive.

## **Clubs Hallway**

The CSA Clubs Hallway ('Clubs Hallway') extends down the entire east end of the UC second floor, with the exception of the CFRU space. This space is for Accredited Clubs and club activities only. Access to the bookable meeting rooms, storage lockers and Garage is available to all Accredited Clubs that remain in good standing.

## **Clubs Handbook**

The CSA's Appendix F – Clubs Handbook ('Clubs Handbook') and other CSA bylaws and policies govern the successful creation and operation of Accredited Clubs.

## **Club Members**

Club membership can include all members of the University of Guelph community including undergraduate students, graduate students, alumni, faculty, and employees of the University of Guelph.

## **Clubs Offices**

The CSA Clubs Offices include UC 270, 271, 272, 536, and 537. These designations can be re-assigned at any time by the Vice President Student

# Appendix F Clubs Handbook



Experience in collaboration with the Clubs Administrative Coordinator.

## **Clubs Programming Coordinator**

The Clubs Programming Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff relating to the Student Events & Risk Management (SE&RM) process. This position manages the Bookable Meeting Room process and locker assignments.

## **Club Status**

Club Status refers to the accreditation of club, whether it be Accredited, Limited Accreditation or Loss of Accreditation.

## **CSA (Central Student Association)**

The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered the sponsoring organization for every Accredited Club.

## **Days**

Weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Documents delivered to, or by, the CSA after the close of the CSA Front Office are considered to be delivered on the following day.

## **Limited Accreditation**

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of an Accredited Club's status or privileges to the Clubs Conduct Tribunal. An Accredited Club that has a privilege revoked is referred to as a Limited Status Club.

## **Loss of Accreditation**

An Accredited Club must comply fully with the [University's Student Organization Policy \(SOP\)](#), Appendix F - Clubs Handbook and other applicable CSA policies and bylaws, and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if an Accredited Club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

## **Primary Contact**

The main point of contact for an Accredited Club regarding activities, events,

# Appendix F Clubs Handbook



accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

## **Privileges**

Accredited Club privileges include access to space, services, and resources. When not Accredited, or with Limited Accreditation, or when under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, Accredited Clubs may lose access to these privileges.

## **Religious, Faith, and World View Based Clubs**

This classification of clubs includes all groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students. Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an Accredited Club with the Central Student Association.

## **Semester**

Includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

## **Student Organization Policy (SOP)**

The [University of Guelph's Student Organization Policy](#) (SOP), in addition to the CSA's Appendix F – Clubs Handbook, must be followed by clubs to maintain Accredited Club status.

## **Subject Club**

A club that is the subject of an inquiry into accreditation status.

## **Vice President Student Experience**

An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs' staff, including the Clubs Administrative Coordinator and the Clubs Programming Coordinator. The VP Student Experience portfolio includes responsibly for assisting clubs' staff, assigning bookable club space and lockers, organizing equipment rentals through the Garage, and coordinating access to store rental equipment in the Garage.

### **3.0 Student Organization Policy**

The University of Guelph's [Student Organization Policy](#), known as the "SOP", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization

# Appendix F Clubs Handbook



(PSO) status by the Office of Student Affairs at the University of Guelph.

The University of Guelph only recognizes clubs that are given ASO (Accredited Student Organization) status by one of the PSO groups recognized by the Office of Student Affairs. Each year, the CSA completes its own SOP paperwork for the Office of Student Affairs, which includes the list of the official Accredited Clubs.

The CSA is the sponsoring organization for each Accredited Club. The CSA is accountable for the actions of all Accredited Clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration, and other groups on campus that demand accountability. It is the CSA's responsibility to regulate financial issues, events, risk management, and other actions of all Accredited Clubs.

## 4.0 Student Organization Registration

### 4.1 Clubs Seeking Accreditation

By the end of the second month of each semester, the Vice President Student Experience, in consultation with CSA Club's staff, is responsible for awarding Club status to those who qualify as outlined in Appendix F – Clubs Handbook, Section 4.0 Student Organization Registration.

### 4.2 Clubs Handbook & Student Organization Policy (SOP)

The CSA is the representative for all full- and part-time undergraduate students at the University of Guelph. The CSA's Appendix F - Clubs Handbook ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the [University's Student Organization Policy \(SOP\)](#).

### 4.3 Accredited Student Organization (ASO)

Accredited Student Organization (ASO) status is granted on a regular basis through [GryphLife](#). Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester.

**4.3.1** Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife.

**4.3.2** If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation.

**4.3.3** Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the



# Appendix F

## Clubs Handbook



CSA as they have the option of seeking accreditation with the appropriate college government.

- 4.3.4** Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.
- 4.3.5** A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

### **4.3.6 Clubs General Meeting**

At least one representative from each club must attend the Clubs General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Administrative Coordinator within five (5) working days after the Clubs General Meeting, the club will lose its status. Clubs General Meeting(s) are chaired by the Clubs Administrative Coordinator, and advance notice of at least one week is provided to all club Executives.

#### **Purpose:**

- a) Familiarize club Executives with the SOP procedures and guidelines.
  - b) Outline the CSA's expectations of Accredited Clubs to avoid misunderstandings as the year progresses.
  - c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.
  - d) To familiarize club representatives with the CSA's Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.
- 4.3.7** A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session, or complete the [Principles of Belonging](#) training on Courselink. The CSA does however encourage all of it's membership to complete this training annually.

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## Clubs Handbook



- 4.3.8** A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.
- 4.3.9** All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.
- 4.3.10** All clubs must have a constitution complying expressly with what is outlined by the Clubs Administrative Coordinator, and CSA policy.
- Clubs' constitutions must be updated at least every five (5) years.
- A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Administrative Coordinator.
- 4.3.11** To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.
- 4.3.12** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.
- 4.3.13** Failure to contact the Clubs Administrative Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.
- 4.3.14** All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.
- 4.3.15** A minimum of twenty-five dollars (\$25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.
- 4.3.16** Every club must supply a combined financial and events statement for the previous semester, and a combined financial and events forecast for the current semester being applied for. The financial forecast must include all other sources of income.
- 4.3.17** Persons responsible for financial management of the club and the

# Appendix F

## Clubs Handbook



signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.

- 4.3.18** Clubs must inform the CSA's Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.
- 4.3.19** The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet, or acts contrary to the University of Guelph's SOP, and CSA policy and bylaws.
- 4.3.20** When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.
- 4.3.21** If a club is planning on being inactive for three (3) semesters or less, cash and property may be placed in trust on their behalf. This requires written notification by the former Executive of the inactive club to the Vice President Student Experience. If notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget.

## 5.0 Club Status

### 5.1 Full Accreditation

An Accredited Club is considered 'fully accredited' and is permitted to operate as an integral part of the University Community.

#### 5.1.1 Privileges include:

- a) Use of space on campus subject to CSA and University Policy.
- b) Eligibility for financial assistance from the CSA Board of Directors.
- c) Access to the CSA photocopier and fax.
- d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.

# Appendix F Clubs Handbook



- e) Use of office space, subject to availability and as determined by the CSA.
- f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

## 5.1.2 Requirements include:

- a) An Accredited Club must comply fully with the University of Guelph's SOP, or be granted exception by appeal to the CSA Board of Directors.
- b) An Accredited Club must remain in full compliance with the CSA's Appendix F - Clubs Handbook and all other CSA policies and bylaws.
- c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

## 5.2 Religious, Faith, and World View Based Clubs

All groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students must be recognized through one of the following processes:

- Accreditation through the [University of Guelph's Multi-Faith Resource Team](#) (MFRT).
- Accreditation through the Central Student Association (CSA).

**5.2.1** Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an accredited CSA Club with the Central Student Association.

**5.2.2** Student-led groups and any associated religious or spiritual professional(s), are also required to fulfill the following criteria:

- Affirm and commit to the Core Principles for Religious and Spiritual Groups and Religious and Spiritual Professionals at the University of

# Appendix F

## Clubs Handbook



Guelph.

- Where an application is being made with connection to a body external to the University of Guelph, the body must represent a larger supporting religious community, usually a local, regional or national body, if applicable, rather than a single religious congregation. For example, an individual church, synagogue, or mosque cannot apply for recognition and accreditation.
- Religious or spiritual professional(s) associated with an accredited group must register with and provide contact information to the University of Guelph's Coordinator, Multi-Faith Programs.

### 5.2.3 Multi-Faith Programs Appointment & Review Committee

- In both options for recognition that are presented above, applications by groups supporting religious or spiritual identities are reviewed by the University of Guelph's Multi-Faith Programs Appointment and Review Committee.
- In the case of accreditation through the CSA, the University of Guelph's Multi-Faith Programs Appointment and Review Committee acts in an advisory capacity to the Central Student Association accreditation process.
- The Multi-Faith Accreditation, Appointment and Review Committee is comprised of the Coordinator, Multi-Faith Programs; two Core MFRT Members who represent different religious or spiritual traditions; the Director, Student Experience; and other university community representatives as appropriate. The committee reports to the Director, Student Experience. The Committee receives applications on an ongoing basis. For information and application submissions, interested individuals should contact the [Coordinator, Multi-Faith Programs](#).

## 5.3 Limited Accreditation

- ### 5.3.1
- With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any Accredited Club privileges to the Clubs Conduct Tribunal. The Tribunal has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation; see section 6.0 Punitive Action.

# Appendix F Clubs Handbook



**5.3.2** An Accredited Club which has a privilege revoked is referred to as a **Limited Status Club**. Details regarding the change in status (including cause, privilege loss, length of time) are documented by the Clubs Administrative Coordinator.

## 5.4 Suspension

At times the misconduct of an Accredited Club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space, or the SE&RM insurance policy.

With just cause, the Clubs Administrative Coordinator may place an Accredited Club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal.

During a time of suspension, the club deposit and any other monies in possession of the CSA on behalf of the Accredited Club will not be remitted to the student group, but rather held in trust by the CSA. The Accredited Club loses its accreditation status and all rights and privileges associated with it. All club room bookings are cancelled, and events will not be approved through the SE&RM process.

## 6.0 Punitive Action

Upon the misconduct of an Accredited Club, including their members, the course of punitive action is determined by the Clubs Administrative Coordinator as outlined in this section.

Please note that the following also applies to infractions as outlined in Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0: Space Infractions.

### 6.1 Minor Infractions

A minor infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club including a course of action in response to the problem.

### 6.2 Major Infractions

A major infraction will result in a letter from the Clubs Administrative Coordinator to the Accredited Club. The letter will inform the Accredited Club that their case is to be referred to the Clubs Conduct Tribunal as outlined in Section 7.0 Clubs

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## Conduct Tribunal.

- 6.2.1** The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.
- 6.2.2** A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to Limited Accreditation, or the partial or entire revocation of club privileges, including club space.
- 6.2.3 Major infractions include:**
- a) The accumulation of minor infractions as identified by the Clubs Administrative Coordinator.
  - b) An action or incident in direct opposition to the [Human Rights at the University of Guelph](#) document.
  - c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.
  - d) A breach of constitutional responsibility to its membership.
  - e) A lack of officers (elected or acclaimed) to take responsibility of group's activities.
  - f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

## 7.0 Clubs Conduct Tribunal

### 7.1 Mandate

- 7.1.1** The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

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## Clubs Handbook



**7.1.2** Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Administrative Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

**7.1.3** The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

**7.1.4** The Clubs Conduct Tribunal will meet as requested by the Clubs Administrative Coordinator.

### **7.2 Creation of a Tribunal**

**7.2.1** The Tribunal is struck as required.

**7.2.2** The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

### **7.3 Clubs Subject to Limiting or Losing Accreditation**

**7.3.1** The Clubs Administrative Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA's G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.

**7.3.2** Upon the Clubs Administrative Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

### **7.4 Referring Issues to the Tribunal**

**7.4.1** The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.

**7.4.2** Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their



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accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

**7.4.3** The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

**7.4.4** Tribunal hearings are restricted to those matters set out within the initial complaint.

### **7.5 Notice of Hearing**

**7.5.1** The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.

**7.5.2** The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

**7.5.3** The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

**7.5.4** The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

### **7.6 Submissions to the Tribunal**

**7.6.1** Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.

**7.6.2** Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.

**7.6.3** All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Administrative Coordinator and

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the Vice President Student Experience.

- 7.6.4** The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.5** The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.6** All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.
- 7.6.7** Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

### 7.7 Decisions of the Tribunal

- 7.7.1** The Tribunal will provide the Subject Club and the Clubs Administrative Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.
- 7.7.2** Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.
- 7.7.3** Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.
- 7.7.4** The Board can uphold, overturn, or amend the Tribunal's decision.
- 7.7.5** Decisions of the CSA Board of Directors are final.

### 7.8 Procedure

- 7.8.1** The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.
- 7.8.2** The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of

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fairness.

## 8.0 Financial Operation

### 8.1 General Funding

Accredited Clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA is ultimately responsible for the actions of Accredited Clubs, each club is required to include detailed financial statements in their Accreditation Application.

### 8.2 Financial Regulations

Clubs are responsible for their financial management, including debts as detailed within this section.

### 8.3 CSA Accounts

**8.3.1** Clubs may elect to place more funds in their account and use the account for general financial use.

**8.3.2** Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office.

**8.3.3** All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

### 8.4 Banking

**8.4.1** If a club possesses an external financial account, the following items must be released to the CSA:

- a) Name of financial institution and the branch address
- b) Branch transit number and the account number
- c) Type of account

**8.4.2** All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".

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- 8.4.3 All accounts shall require a minimum of two signatures.
- 8.4.4 Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Administrative Coordinator.
- 8.4.5 All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

### 8.5 Financial Disclosure

- 8.5.1 All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.
- 8.5.2 Financial records shall be made available to any member of the University of Guelph Community during regular office hours.
- 8.5.3 Clubs shall submit a financial statement when revenue **or** expenses exceeds \$1,000 over the period of one (1) month.
- 8.5.4 Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.
- 8.5.5 The Clubs Administrative Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA's G-Drive Archive.
- 8.5.6 Clubs must provide a copy of account statements at the discretion of the CSA.
- 8.5.7 If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed prior to executing agreements or contracts related to the funding.
- 8.5.8 The CSA reserves the right to refuse permission to accept funding from any external source.

### 8.6 Referendum Questions and Club Student Fees

- 8.6.1 The Clubs Administrative Coordinator shall maintain an archive of all Accredited Clubs collecting student fees via a referendum question

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within the CSA G-Drive Archive. The archive will include the name of the Accredited Club, original and modified versions of the referendum question(s), preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections on the CSA's G-Drive Archive and submitted to the Policy & Transition Manager, Chief Returning Officer (CRO), and Business Manager.

- 8.6.2** Accredited Clubs may initiate a referendum question process to secure funding for their Accredited Club, including for a specific initiative, by contacting the CSA's Chief Returning Officer (CRO) as per Bylaw 2 – Electoral and Appendix G – Electoral.

The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested Accredited Club to both the Accredited Club and the CRO.

- 8.6.3** The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.
- 8.6.4** Accredited Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the approved referendum question and the mandate of the Accredited Club. Deviation from the mandate without approval from the CSA, or mismanagement of the finances (including failure to disclose financial information), may result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

## **8.7 Defunct Club Accounts and the Clubs PDR Policy**

- 8.7.1** Accredited Clubs that are inactive for three semesters are considered 'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.
- 8.7.2** In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

## **9.0 Club Space Overview**

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## 9.1 Clubs Hallway

### Preamble

The CSA Clubs Hallway ('Clubs Hallway') is intended for Accredited Clubs, their activities, and Accredited Club-related purposes only. All Accredited Clubs must maintain a respectful office environment when using the Clubs Hallway spaces.

The Clubs Hallway spaces are shared between all Accredited Clubs. No Accredited Club may solely occupy a space.

The process to access to bookable meeting rooms is noted in Section 10.0 Room Bookings & Acceptable Use.

- 9.1.1 The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.
- 9.1.2 Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.
- 9.1.3 Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.
- 9.1.4 The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see the Access to the Garage subsection for the policy and process.
- 9.1.5 The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA; nothing may be removed or altered. At the discretion of the Clubs Programming Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.
- 9.1.6 The CSA and the University Centre assume no responsibility for theft or damages of items in the Clubs Hallway spaces. Money and possessions must be kept secure by the Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.
- 9.1.7 Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front

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Office.

## 9.2 Bookable Spaces (UC 222, 224, 225, 231 & 233)

The following subsection provides a list of bookable meeting room spaces available to Accredited Clubs.

For information on booking the following spaces for your Accredited Club see Section 10.0 Room Bookings & Acceptable Use:

- a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.
- b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.
- c) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.
- d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

## 9.3 Lounge Seating & Common Spaces

The following is a list of the lounge seating and common spaces available throughout the Clubs Hallway.

These spaces are not bookable spaces and are available to all Accredited Clubs and students.

- a) There is an open concept seating area across from CFRU. This space is available for all Accredited Clubs and students.
- b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.

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- c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).
- d) Smaller lounge seating areas are located between UC 231 and UC 234.
- e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.

## 9.4 CSA Locker Storage Space (UC 227)

The following is the locker storage space available to Accredited Clubs.

For information on accessing this space, please see Section 10.4 CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds three different sizes of lockers. The space is designed in the shape of a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

## 9.5 The Garage (UC 219)

The Garage (UC 219) is a service available to Accredited Clubs that provides rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm, Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

- a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.
- b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the



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management of their materials and the process for renting and/or loaning those materials.

- c) The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

## 9.6 Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space, see subsection 'Comfort Room'.

## 9.7 Poster Room (UC 212)

The Poster Room allows CSA Clubs to store posters and other large marketing materials for use at on-campus events including (but not limited to) Clubs Days. Accredited clubs may request use of this space by contacting the Clubs Programming Coordinator and get keys from the CSA Front Office on an as-needed basis.

## 10.0 Room Bookings & Acceptable Use

### 10.1 Meeting Room Bookings

- 10.1.1 The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.
- 10.1.2 Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.
- 10.1.3 Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.

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- 10.1.4** If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar (\$40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.
- 10.1.5** If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Programming Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.
- 10.1.6** Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.
- 10.1.7** Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.
- 10.1.8** Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Programming Coordinator.
- 10.1.9** Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Programming Coordinator and the CSA Front Office.
- 10.1.10** Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Programming Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Programming Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Programming Coordinator receives their requests by the last day of classes in the Fall semester.
- 10.1.11** The Clubs Programming Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests,

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Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.

- 10.1.12** The Clubs Programming Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for Accredited Clubs to view by the last day of exams of the current semester.
- 10.1.13** If an Accredited Club misses the deadline for submission of their requested booking dates, they must contact the Clubs Programming Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.
- 10.1.14** Accredited Clubs must not occupy space that is not booked, and respect other Accredited Clubs who have booked the space.
- 10.1.15** This policy will be reviewed at a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their activities and events.

## 10.2 Comfort Room

### Preamble

The Comfort Room (UC 234) is a room for students when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. This space also provides a calming drop-in space for users to decompress.

- 10.2.1** The Comfort Room is not a study space, it is not to be used as a meeting space for clubs, club activities or club meetings, and it is not a place for people to occupy for long periods of time.
- 10.2.2** Damage or vandalism to the Clubs Hallway, including the Comfort Room, and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.
- 10.2.3** The Comfort Room is unlocked during regular University Centre hours to ensure the safety of those using the space.

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- 10.2.4** This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.
- 10.2.5** The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.
- 10.2.6** It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.
- 10.2.7** This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

### 10.3 CSA Club Offices

#### Preamble

Damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.3.1** The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Programming Coordinator.
- 10.3.2** Office space for Accredited Clubs is intended for club activities and club related purposes only.
- 10.3.3** All Accredited Clubs must maintain a respectful office environment.
- 10.3.4** Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Programming Coordinator. Inability to do so, or not observing set office hours, or misuse of office space, may result in loss of office space privileges.
- 10.3.5** Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.
- 10.3.6** The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or

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altered without the consent of the Clubs Programming Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

- 10.3.7** Each office is assigned a key which is the responsibility of the clubs occupying the office space.
- a) The cost for a replacement key is fifty dollars (\$50). Repeat offences will result in the loss of office privilege.
  - b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.
  - c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.
  - d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.
  - e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.
  - f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Programming Coordinator . The Clubs Programming Coordinator will note the situation for the CSA and involve the University Police.

### **10.3.8 Applying for Office Space**

Accredited Clubs wishing to apply for office space must follow the steps below.

- a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to

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the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.

- b) The Clubs Administrative Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position.
- c) **Office Space Appeals**  
Appeals of the Clubs Administrative Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms at any time.

### 10.3.9 Exceptions to Sharing of Office Space

Accredited Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the Accredited Club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors.

Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

## 10.4 CSA Clubs' Lockers

### Preamble

The CSA Locker Storage space (UC 227) is available to Accredited Clubs for storage of Accredited Club materials only.

This space holds lockers at three different sizes. The space is designed like a horseshoe with the middle of the space providing the only access point, and the other ends of the space providing windows for accessibility and safety.

Accredited Clubs and club members must ensure the safety and security of the

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lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

- 10.4.1** Lockers are assigned to Accredited Clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months).
- 10.4.2** Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Programming Coordinator. Completed forms are submitted to the Clubs Programming Coordinator.
- 10.4.3** Lockers are assigned on a first-come-first-serve basis. The form is reviewed by the Clubs Programming Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria within the form.
- 10.4.4** If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision is made.
  - a) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the club.
- 10.4.5** If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Programming Coordinator with information to begin accessing the space.
- 10.4.6** If an Accredited Club is denied access to the locker space by a decision of the Clubs Programming Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on

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whether or not the decision of the Clubs Programming Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the date the decision is made.

- a) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

- 10.4.7** Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Programming Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.
- 10.4.8** Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.
  - a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.
- 10.4.9** Accredited Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.
- 10.4.10** Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.
- 10.4.11** If an Accredited Club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.
- 10.4.12** Accredited Clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers are assigned on a first-come-first-serve basis.
- 10.4.13** Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Programming Coordinator via email as soon as possible.



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**10.4.14** Access to and use of lockers and locker space is a matter of cooperation among Accredited Clubs and their members. Onus is on the Accredited Clubs and club members to ensure the safety and security of the lockers and the locker space.

**10.4.15** Accredited Clubs are held responsible for damage to the locker(s) assigned to them.

## 10.5 Access to the Garage

### Preamble

The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

The Garage space is not a storage area. This space is solely for materials and/or equipment that Accredited Clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage, contact the Vice President Student Experience and the Clubs Programming Coordinator.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Programming Coordinator and the CSA Front Office.

**10.5.1** Accredited Clubs wishing to access the Garage and Storage Lockers within must complete the Application Form for Clubs Requesting Access to the Garage, which can be found on the CSA website or can be requested from the Clubs Programming Coordinator. Accredited Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form is submitted to the Clubs Programming Coordinator who will determine if access is granted or denied based on the criteria within the application form.

**10.5.2** If a concern arises in regard to accreditation which affects the privilege of an Accredited Club to access the Garage, the Clubs Programming Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will meet within one week of receiving the referral and make a decision on whether the Accredited Club's application is approved or denied. The Tribunal's decision must be submitted to the Clubs Programming Coordinator within one week of the date the decision was made.

a) Decisions made by the Tribunal are final.

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- b) The Clubs Programming Coordinator is responsible for communicating the Tribunal's decision to the Accredited Club.

**10.5.3** If an Accredited Club is granted access to the Garage they are contacted by the Clubs Programming Coordinator with instructions to begin accessing the space.

**10.5.4** If an Accredited Club is denied access to the Garage by a decision of the Clubs Programming Coordinator, the club has the option to appeal the decision.

- a) Appeals are made by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience. The Vice President Student Experience, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will meet within one week of receiving the formal request and make a decision on whether the Clubs Programming Coordinator's decision is upheld, overturned or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Programming Coordinator within one week of the decision by the Vice President Student Experience.
- b) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

### **10.5.5 Arranging Access to the Garage**

Once an Accredited Club's application form has been approved, the Clubs Programming Coordinator will contact them and outline the following steps for the Accredited Club to begin accessing the Garage space.

- a) The Accredited Club is required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a forty-dollar (\$40) deposit which must be provided by the Accredited Club to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks.
- b) Security is a matter of cooperation amongst all Accredited Clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or

# Appendix F

## Clubs Handbook

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damages. Cash and valuables must be kept secure by the Accredited Clubs and their members. Onus is on Accredited Clubs and their members to record, maintain and secure their cash and valuables. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.

- c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
- d) The Clubs Programming Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damage.
- e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.
- f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Programming Coordinator. Club representatives are provided with one (1) week from the date the Clubs Programming Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.
- g) If an Accredited Club using the Garage space does not apply for accreditation for a semester, they may lose access to the Garage space. All access to the spaces in the Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.

# Appendix F Clubs Handbook



- h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Programming Coordinator. As space is limited, no one Accredited Club is permitted to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.
- i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.
- j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

## 11.0 Operations

### 11.1 Mailboxes

Accredited Clubs are assigned a mailbox in the CSA office. All mail addressed to Accredited Clubs, including memos, are delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that an Accredited Club is not active.

### 11.2 UC Meeting Rooms & UC Courtyard Space

- 11.2.1 The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.
- 11.2.2 Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.
- 11.2.3 To book UC rooms or UC courtyard space in the University Centre, contact [UC Bookings](#); any sales must be brought to the attention of the UC administration.
- 11.2.4 In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.

# Appendix F Clubs Handbook



**11.2.5** To book other venues, contact the Clubs Administrative Coordinator for assistance.

## **11.3 Bottled Water**

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, Accredited Clubs are encouraged to reference Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Administrative Coordinator for further assistance.

**Motion**

Board of Directors Meeting # 17

April 6, 2022



Notice of this motion was provided at the March 23, 2022 board meeting.

**Item 17.11.4**

**Appendix F – Clubs Handbook: Comprehensive Review**

**WHEREAS** a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programming Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

**RESOLVED** that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

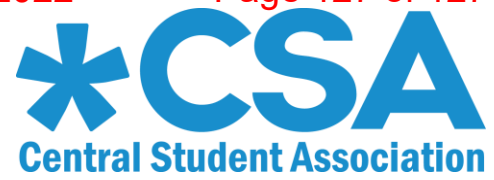
**Moved:** Nicole Walker, President

**Seconded:**

**Motion**

Board of Directors Meeting # 17

April 6, 2022



**Item 17.15  
Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 17 of **April 6, 2022**, at \_\_\_\_\_ pm.

**Moved:**

**Seconded:**